



# Groundwork SOMERVILLE

*Changing Places.  
Changing Lives.*

## **Gardens Educator & Gardens Coordinator Job Posting and Description 2011**

### **Upcoming Job Openings:**

Groundwork Somerville is accepting applications for a Lead Gardens Educator to begin January 2<sup>nd</sup> 2012 to manage and run Groundwork Somerville's nature and garden-based elementary after school programming. One full day orientation before winter vacation will provide the foundation for this new staff member to begin programming on January 2<sup>nd</sup>. The Lead Gardens Educator will support our Gardens Coordinator with our additional winter and spring programming including: The Somerville Maple Syrup Project, April Vacation Week Camp, and Gardens Consulting.

GWS will be hiring a new full time Gardens Coordinator to start March 26<sup>th</sup>. The Gardens Coordinator will supervise and/or run all "healthy EDUCATION" programming. It is our hope that this will be a stepped process with the Lead Gardens Educator transitioning into the role of Gardens Coordinator to ease into management of such a multifaceted position in our vibrant community-based environmental non-profit organization.

Both positions are contingent on continued funding. As a core program, Schoolyard Gardens is a primary priority for the organization.

### **Groundwork Somerville's Mission**

Groundwork Somerville strives to bring about the sustained regeneration, improvement and management of the physical environment through the development of community-based partnerships which empower people, businesses and organizations to promote environmental, economic and social well-being. You can find more information about our organization and programs on our website at [www.groundworksomerville.org](http://www.groundworksomerville.org). GWS is a community-based organization designed to serve as a catalyst for reuse of former Brownfield sites and for community revitalization in Somerville. The organization is an affiliate of Groundwork USA, a network of organizations created by the National Park Service and modeled after the successful network of 43 Groundwork organizations in the United Kingdom.

### **"healthy EDUCATION" at Groundwork Somerville**

"healthy EDUCATION" initiatives and programming are led by GWS's Gardens Coordinator with the assistance of Gardens Educators and Assistants. The core of GWS's mission is to educate the city's youth about the environment. In our hands-on programs, children plant and harvest food, learning to make sensible choices for their own health and the health of the planet while having fun and being active outside. GWS is a key partner in Shape Up Somerville, a nationally recognized community-wide program that has reduced rates of childhood obesity in the city.

*→Mission: Through Groundwork Somerville "healthy EDUCATION" schoolyard gardens programming, GWS strives to unite school communities through the production of high quality*

*organic local produce and participation in enriched nutrition, biology, ecology, agriculture, and economic education in Somerville.*

### **Responsibilities of the Lead Gardens Educator (January 2<sup>nd</sup> – March 23<sup>rd</sup>, 2012)**

Coordination and leading of After School “Eco-Explorers” Winter Session Clubs

20 hours/week (required availability during after-school time: M-F 2:30-5:30pm), hourly rate commensurate with experience.

- Represent Groundwork Somerville professionally and appropriately when at work
- Use existing curriculum and enhance and/or expand it by developing new elementary -appropriate curriculum
- Work with after school program coordinators to renew GWS-led programming each season, address concerns, and create new opportunities to engage more students or more sites
- Share resources and work with any other GWS Garden Educators for planning efficiency and overcoming challenges (including physical space constraints, student behavior, engaging a diverse group of students, working with limited resources, etc.)
- When running programming, plan adequately for each club and always be prepared with back-up activities and games if things the original plan doesn't work
- Document and keep records each season, creating “manuals” so successful programming can be replicated in future and mistakes can be avoided
- Lead a final review process for all interns, staff, and volunteers who work for the school gardens programming

### **Responsibilities of the Gardens Coordinator (Starting March 26<sup>th</sup>, 2012)**

Coordination of all “healthy EDUCATION” and gardens programming and maintenance

Full Time Salaried Position, commensurate with experience

- **School Garden Development and Care**
  - Coordinate the planting, care and design of existing garden sites to provide dynamic and hands-on educational opportunities focused on healthy eating and environmental awareness
  - Manage the community-based planning, construction and planting of new garden sites
  - Develop strong partnerships to support gardens (funders, local farms, local stores, school administration and custodians, Somerville Garden Club)
- **Garden-based Educational Initiatives**
  - Coordinate after school programming at each garden site with Somerville Public Schools After School Program or other program providers (grades K-8<sup>th</sup>)
  - Coordinate curriculum connections – identify and work with interested teachers to teach garden-based lessons. (K-8<sup>th</sup>)
  - Coordinate with Food Service staff to promote fruit and vegetables through special taste tests, activities and incorporate what is grown in gardens into the food program.
  - Develop Community Service Learning opportunities

- Coordinate summer programming for youth in partnership with community schools, Growing Center or other youth organizations (K-8<sup>th</sup> grades)
- **“healthy EDUCATION” Special Programs**
  - Run the Somerville Maple Syrup Project (Jan-March), April Vacation Week Camp (starting April 2013), Garden Youth Crew (Jul-Aug) Meet Your Farmer (Dec.), and Gardens Consultations
- **Community Development and Advocacy**
  - Engage school, community partners, and neighbors in garden development, care and events.
  - Increase family awareness about healthy food options and local food and importance of green space and outdoor education
  - Arrange field trips and guest speakers.
- **Program Sustainability, Evaluation and Assessment**
  - Develop evaluation systems to track success and impact of initiatives
- **Community Outreach & Marketing**
  - Promote programs through community events and festivals, school newsletters, press releases, cable tv, blog, websites
- **Administrative and Management**
  - Recruit and oversee garden team, interns and volunteers
  - Prepare program reports to funders and Board of Directors with assistance of Executive Director.
  - Up to 10% of time may be spent on other Groundwork Somerville projects, per discussions with Executive Director.
- **Meeting Attendance**
  - Attend Garden Club meetings as possible
  - Attend Growing Center meetings
  - Attend all GWS staff meetings and report back to gardens staff
  - Call regular meetings for all gardens educators, assistants and others

**Required qualifications: Applicants to either position must have the following skills:**

- Experience with curriculum development and leading programming for elementary students (K-8<sup>th</sup> grade)
- Experience leading children’s activities in outdoor and often unpredictable settings
- Experience planting, maintaining, and harvesting organic vegetable gardens
- Experience with program coordination (managing interns, volunteers and hourly staff; coordinating schedules; reporting to Executive Director; staying within budget constraints)

**Additional desired qualifications:**

- Flexibility to work evenings and weekends
- Knowledge of Somerville and Greater Boston communities, non-profit groups, businesses and government institutions preferred
- Proficiency in a language other than English

- Proficiency with Microsoft Office, outreach via social media, basic website editing

**Application Procedure**

**Applications due by December 5th, 2011.** Please submit a thoughtful cover letter, resume and contact information for three references to [admin@groundworksomerville.org](mailto:admin@groundworksomerville.org) as either a .doc or .pdf. PDFs are preferred. You can also mail applications to

Groundwork Somerville  
Attn: Job Search  
21 Properzi Way, Suite O  
Somerville, MA 02143

We will inform applicants of the desire for an interview by December 12<sup>th</sup>, 2011

Groundwork Somerville is an equal opportunity employer.