



# AmeriCorps Position: Garden Coordinator, Seattle Youth Garden Works

**Growing Roots AmeriCorps Team  
Program of Seattle Youth Garden Works and Washington Service Corps**

AmeriCorps\*State

**September 1, 2007 – July 15, 2008**

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**General Summary:** Work with Urban Farm and Youth Development Manager (UFYD Manager) to maintain an effective empowerment, employment and educational opportunity for young people 14-21 years old. Primary task is to work with the youth crew, volunteers, other SYGW staff, in the garden, and at the farmer's market. Maintain the health and productivity of the garden.

**Responsibilities:**

- Lead crew in the garden and market and serve as a role model, establish rapport with crew members, build the team and help you to reach employability goals like attendance and punctuality.
- Work independently with guidance from (UFYD Manager) to maintain garden and business records.
- Work with UFYD Manager doing greenhouse propagating.
- Work with UFYD Manager to establish daily, weekly, and monthly work plans for the farm.
- Work with UFYD Manager to create and teach science and agricultural lessons and plan appropriate field trips.
- Help coordinate volunteer work parties.
- Work with garden volunteers. Direct them to assist the youth in learning and modeling positive work behaviors.
- Procure materials and supplies for the farm, market and other projects.
- Help maintain program vans and equipment.
- Supervise youth leads up to 20 hours per week.
- Attend weekly supervisory meeting with UFYD Manager.
- Attend weekly eight-hour training/development with AmeriCorps team and Group Site Manager.
- Solicit donations.
- Inventory and order needed supplies.
- Plan and coordinate winter activities and various projects.

**Who To Report To:** The AmeriCorps member will have two supervisors, the UFYD Manager and AmeriCorps Group Site Manager. All farm responsibilities will be supervised by the UFYD Manager. Timesheets will be signed by both supervisors. The member will meet in weekly one-on-one meetings with the Journeys Program Coordinator. The AmeriCorps manager will conduct evaluations in cooperation with UFYD Manager. All paperwork completion and disciplinary action will be the responsibility of the AmeriCorps Group Site Manager.

**Hours of Service:** The Americorps member is expected to work a minimum of 40 hours per week. Schedule has some variation depending school schedule and growing season. When school is in session hours are 11:00-7:00 pm and in the summer the hours are 9-5 pm. September, members will work one-two Saturday per month at the Farmers' Market. There will be times during the winter that some days will be shorter and members may participate in alternative service. There is an opportunity to make up more hours in spring if winter hours are low.

Day of Week	Location of Service	Start Time	Lunch	Location of Service	End Time
Sunday					
Monday	SYGW office	9:00 am	12:00	SYGW office	5:00 pm
Tuesday	SYGW office	11:00 am	2:00 pm	Marra Farm/ Univ. District	7:00 pm
Wednesday	SYGW office	11:00 am	2:00 pm	Marra Farm/ Univ. District	7:00 pm
Thursday	SYGW office	11:00 am	2:00 pm	Marra Farm/ Univ. District	7:00 pm
Friday	SYGW office	11:00 am	2:00 pm	Marra Farm/ Univ. District	7:00 pm
Saturday	Univ Dist. Farmer's Market	7:00 am			4:00 pm
Total Hours for the Week:					40

**Required Training:** Attend two statewide training events (SERVES). SERVES is four days and three nights which includes one day/night of travel the day before SERVES. (October and March). Attendance at both are mandatory with no exceptions. SERVES is alcohol/drug-free. Homelessness 101 is a three-hour training on homeless youth. Anti-Oppression workshop. First Aid/CPR. Attend weekly training and leadership development sessions.

**Civic Engagement:** Participate in and facilitate "Roadmap to Civic Engagement" curriculum TWICE. The first time is with AmeriCorps team members and second time is with 15-20 middle school youth. Service-learning curriculum includes 7 two-hour sessions and a service project planned by participants.

**Required Reporting and Data Collection Responsibilities:** Perform record keeping for Produce grown and sold by SYGW youth. Complete AmeriCorps Timesheets promptly and accurately;

**Working Conditions:** Work environment is outdoors during both hot/sunny and inclement weather. Work includes heavy lifting, kneeling, bending, and reaching. Each week, depending on season, 10-25 hours will be in an office setting. Team work is essential to this position, majority of time will be spent with youth or other staff members. Members will be responsible for transporting youth in program vehicles. Usage of general gardening equipment.

**Knowledge, Skills and Abilities:**

- Experience in maintaining or working in a vegetable garden or farm. Market garden preferred.
- Experience and success working with homeless and under-served youth 14-21 years old.
- Excellent communication skills.
- Ability to establish positive relationships with youth while maintaining professional boundaries.
- Desire and demonstrated ability for leadership.
- Team leader. Team member.
- Life experience.
- Ability to do physical labor including heavy lifting.
- Computer literate with MS Word and Excel.

**Qualifications:**

- 21 years of age or older
- GED/H.S. diploma
- if former AmeriCorps or Equivalent Service Experience, have satisfactory final evaluation
- Available for the full term September 1, 2007 - July 15, 2008
- background check
- SYGW applicants must have a valid driver's license/automobile insurance
- Open Mind and Sense of Humor =)

All of the above duties and responsibilities are essential position functions subject to reasonable accommodation. All position requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the duties proficiently. This position description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other position-related instructions as requested by their supervisor, subject to reasonable accommodation. This position description is not all-inclusive.

**Benefits:**

- \$925 monthly stipend
- monthly bus pass
- health insurance
- \$4725 Education Award with satisfactory completion
- Most members eligible for food stamps
- Non-Profit work experience
- Ongoing leadership development and professional training

**Process:**

- Complete online application. <https://recruit.cns.gov> id listing: **03ACHWA0470159-1**
- Once application is received written questions will be emailed to you. Email completed responses and resume.
- Phone screening
- In person interview
- Reference and background check

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