



Garden Educator & Manager Job Description

ABOUT SEEDS AND ITS MISSION

Located in a historically marginalized neighborhood of Northeast Central Durham, SEEDS aspires to develop the capacity of young people grades to respect life, each other and the earth through growing, cooking and sharing food. With access to a two-acre garden and a kitchen, SEEDS wants its young people, ages 5-17, to leave the garden with an understanding of how food sustains us in life and good health, respect for land and environment, and with leadership skills through serving the community by sharing the food they grow in the garden.

The SEEDS building, constructed in 2014, holds a kitchen and a multipurpose room with communal tables where the young people share meals they make using food they grow in the garden. Outdoors, there are two acres of land with a classroom pavilion, outdoor cooking spaces, a greenhouse, a chicken coop, bees, a pond, environmental education exhibits and multiple areas for growing edible and other plants.

ABOUT THE GARDEN EDUCATOR AND MANAGER POSITION

Reporting to the Executive Director, this role's primary responsibility is to oversee all aspects of the two-acre, organic garden as a classroom for students in grades 1-12 in coordination with garden assistants, volunteers and interns. The aspects include (1) planning for and teaching gardening classes, (2) planning for, maintaining and cultivating the garden (3) planning for and coordinating volunteers in all aspects of maintaining and cultivating the garden.

S/he conducts garden classes for students in grades 1-12, facilitates lesson and garden planning and guides the garden assistants, interns and volunteers in developing and maintaining a productive and educational garden as a classroom. This position will work closely with the chef educator to implement a seeds-to-feast curriculum to support a learning pathway from grades 1-12.

The Garden Educator and Manager is responsible for the organization's consistent achievement of an engaging, welcoming, magical and safe garden classroom. As a member of the team, the Garden Educator and Manager plays a key role in the development and implementation of organizational strategy, policies and practices in alignment with our core mission and values.

Duties include but are not limited to:

Teaching

- Design and conduct scheduled garden classes for grades 1-12.
- Guide students in general permaculture maintenance of the garden with specific focus on compost, propagation, cultivation of edibles, harvest, bees, chickens, fish, and plants that support edible plants.
- Oversee and work closely with high school students to run an occasional garden class for the year-round programming.
- Guide students in general improvement and maintenance of the garden with specific focus on growing food to meet the needs of the kitchen.

Lesson Development and Documentation

- Collaborate with kitchen team in researching and sharing age-appropriate mentoring techniques.
- Collaborate with garden and kitchen teams in the development of garden and cooking lessons that are integrated with classroom teaching, SEEDS standards, and academic standards.

Garden Management and Coordination

- Create an annual garden classroom operations plan and budget which incorporates goals and objectives that work towards the strategic direction of the organization with the Executive Director.
- Day-to-day management of the garden to ensure productivity and sustainability.
- Oversee volunteers in managing the efficient, effective, and safe day-to-day operations of the garden as a functional garden and as a classroom.

- Oversee volunteers in managing the garden at a level of production that ensures ample produce to the SEEDS kitchen and special events.
- Facilitate weekly garden staff meeting to identify and prioritize garden work, class preparation and other relevant tasks.

Communication, Outreach and Grant-Writing

- Participate in weekly SEEDS team meetings and provide program reports and impact measures to the Executive Director.
- Participate in Farmer's Market presence when applicable.
- Ensure the garden staff applies grants as appropriate and secure in-kind donations for the garden.
- Collaborate with the Program Coordinator and the Executive Director in developing and the documentation of metrics and outcomes for future grants and final reports.
- Support community relations by acting as an ambassador for the organization as necessary with community members, program participants, partners, collaborators, supporters and advocates, actively building relationships that will advance the mission and outcomes of the organization.
- Supports Executive Director in grants process as assigned.

Required Knowledge, Skills & Abilities:

We seek a Garden Educator and Manager who has shown successful experience working on an organic, high yield farm, is inspired by our mission with excellent people skills, including the ability to relate to others, strong communication skills, patience with others, knowing how and when to show empathy and active listening skills. A love of land and the ability to delegate daily to garden team including educators, volunteers, young people and interns.

Team-driven focus with teaching and curriculum development experience, familiarity with permaculture food gardening and animal husbandry, collaboration and community engagement techniques, project management. Familiar with WordPress, Google Suite, Microsoft Word, Salesforce or demonstrated ability to learn new systems quickly.

Working Conditions

This position is a physically active position. The Garden Educator and Manager must be able to stand and walk for long periods of time, to bend at the knees and hips and to lift at least 30 pounds overhead. The Garden Educator and Manager will spend upwards of 50% of his/her time outdoors.

This position is a full-time position with a Tuesday - Saturday work week with Sunday and Monday as regular days off.

Compensation

Competitive salary and benefits based on experience.

Please submit a cover letter and resume with three references to jhowell@seedsnc.org by close of business on July 15th. No phone calls please.