



DIG Coordinator

ABOUT SEEDS AND ITS MISSION

Founded in 1994, SEEDS is a two-acre urban garden and kitchen classroom in the heart of Durham. SEEDS develops the capacity of young people to respect life, each other, and the earth through growing, cooking, and sharing food.

ABOUT THE POSITION

The DIG coordinator position oversees and guides the Durham Inner-city Gardeners program. Durham Inner-City Gardeners (DIG) are youth ages 14-18 years old who are paid to operate a half-acre market garden in Northeast Central Durham designed to emphasize sustainable, organic growing practices and aims at fostering a genuine care for the environment. With guidance from the DIG Coordinator, youth collectively grow vegetables, fruits, herbs and flowers that they then sell, donate and use to learn how to cook healthy meals in our community kitchen. As a complement to their on-the-job training, the DIG youth attend life skills sessions that cover topics such as money management, resume building, entrepreneurship, conflict management, team building, goal setting and leadership development.

The DIG coordinator will be tasked with planning and leading activities, working with the Garden Coordinator, partnering with the community and reporting on outcomes for DIG youth. This is a highly collaborative position, requiring both the ability to act independently and work collectively with the staff and Board at SEEDS.

Though parts of this job may be able to be performed off-site, the expectation is that the DIG Coordinator will work 90% of their time at the SEEDS site. The DIG Coordinator must work Saturdays and be prepared to work until 6:30 p.m. on any given weekday if required by the DIG schedule.

| Primary Responsibilities |
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| <ol style="list-style-type: none">1. Create a healthy space for adolescents to learn, share, grow and thrive while maintaining safety and therapeutic boundaries necessary when working with youth. |

2. Management of day-to-day program execution of DIG, including communications and scheduling activities, preparing materials, preparing for meals, overseeing set up & clean up, coordinating transportation.
3. Program development: In addition to working with the Garden Coordinator to support the work of the farm, create the curriculum and/or partnerships needed to reinforce life skills including but not limited to financial capability, health meal prep, post-secondary education, workforce opportunities and upskilling in areas requested by youth.
4. Garden management assistance: Work directly with Garden Coordinator to oversee and guide youth through planting, cultivating, harvesting and maintenance.
5. Saturday Market Management: supervise and support youth at and in preparation for the Saturday Farmers' Market, which includes coordination, pricing, money management, promotional materials and modelling/feedback to youth around skill development.
6. Work with volunteers within program – including training youth to work with volunteers and ensuring volunteers are prepared to engage with youth effectively.
7. Administration: tracking attendance and preparing timesheets for payroll, coordinating resource use with other programs
8. Maintain relationships as requested with community partners, board and other SEEDS staff.
9. Implement budget by working within established program budgets.

Required Knowledge, Skills & Abilities:

- Experience working with youth from a variety of backgrounds with a specific emphasis on being able to build rapport quickly and maintain healthy boundaries to create a safe space.
- Small farm production experience
- Creative problem solving and conflict resolution skills
- Ability and interest in doing physical labor
- Excellent communication skills
- Ability to be a self-starter and to work as a team
- Commitment to social, economic, and environmental justice
- Ability to work well with a multi-racial, intergenerational staff and desire to interact with a wide range of people
- Flexible schedule – position requires a non-standard schedule
- Valid driver's license
- Sense of humor and the ability to think on your toes
- Ability to establish and maintain interpersonal relationships by developing constructive and cooperative working relationships with others.
- Administration and management skills, including resource allocation and coordination of people and resources. Excellent attention to detail.
- Initiative and project management skills. Ability to exercise good judgment in executing tasks and solving problems. Ability to manage multiple priorities.
- Ability to develop and monitor budgets to ensure goals and objectives are met within budget parameters.
- Basic familiarity with Microsoft Office platforms. Ability to learn and adapt to new technology.

- Commitment to sustainability and environmental conservation.
- Bachelor's degree, or high school degree and commensurate experience (4 years)

Working Conditions

- Ability to stand and walk continually.
- Ability to use hands to handle and grasp items continually.
- Ability to reach, bend, climb, and stoop regularly.
- Ability to lift and carry supplies and equipment, up to approximately 50 lbs.
- Ability to speak and effectively see and hear, with or without corrective devices.
- Ability to work in an outdoor environment that is subject to varying levels of temperature and moisture.

Compensation

\$23/hour, 18 hours a week until June 4, 2023; 25 hrs per week June 5-June 30, 2023

This position is currently funded through June 30, 2023. Terms of the position are apt to change beginning July 1, 2023 based on funding and staffing needs.