



Position:

Youth Education Coordinator

Position Classification:

This is an exempt professional position. The salary is based on 40 hours per week. This position does require some weekend and evening hours.

Reporting Structure:

The Youth Education Coordinator reports to the Executive Director.

To Apply:

Send a resume with a letter of interest to: Corina Bullock, Civic Garden Center of Greater Cincinnati, 2715 Reading Road, Cincinnati, OH 45206 or cbullock@civicgardencenter.org by **September 15, 2010**. Please email or call with questions: 513.221.0981 x11.

Primary Objectives:

Plans, implements and evaluates the youth educational programs (more detail in Background section listed below) of Civic Garden Center working in collaboration with CGC staff and other partners. Assists the Neighborhood Gardens Coordinator with activities of the Neighborhood Gardens (NG) Program. Supports the Civic Garden Center mission, and acts as an advocate for CGC.

1. To provide garden and environmental education programming to youth through the Summer Sprouts Program in neighborhood children's gardens.
2. To organize and administer the Compost Kids Program and other programs as deemed appropriate in collaboration with Hamilton County Department of Environmental Services, Solid Waste Management District.
3. To organize and administer the Master Composter Class Series in collaboration with Hamilton County Department of Environmental Services, Solid Waste Management District, whether it is taught by staff or volunteers.
4. Maintain collaborations and develop partnerships with other organization that enhance our educational mission and increase the number of children impacted through programming.
5. To provide educational programming for youth on-site and in area schools through Grow to Learn to Grow and Growing Together classes.
6. Partner and support the Neighborhood Gardens program.
7. Support a Schoolyard Garden Initiative through trainings and volunteer programs.

Primary Responsibilities:

1. Planning and managing the Summer Sprouts, Compost Kids Program, Grow to Learn to Grow, Growing Together and other programs deemed appropriate which include the coordination and supervision of all activities – recruitment, records, volunteers, training, and support services, and special events.
2. Planning and execution of special youth education programs, particularly collaborations including but not limited to GCEE Symposium, Great Outdoor Weekend, and Cincinnati area schools.
3. Working with the staff to plan and organize the calendar of class offerings at CGC, assuring that adequate youth-oriented classes are scheduled.
4. Teach higher level classes on appropriate topics for adult public both on and off site.
5. Attend and actively participate in staff and committee meetings as appropriate.
6. Actively participate in the planning and execution of all special events (i.e. Plant, Herb and Hosta Sale) of the Civic Garden Center as needed to insure the success of the event. Serve as a member of special event committees as appropriate.
7. Support the Executive Director in achieving organizational goals.
8. Support and work in partnership with the Neighborhood Gardens Coordinator in achieving program goals including assisting in the planning and instruction of Community Garden Development Training classes, and community garden site development.
9. Contribute to quarterly issues of the Civic Garden Center Newsletter, including writing articles and assisting in the editing process.
10. Contribute to social media efforts by making stories, experiences and pictures available to the public.
11. Contribute to the writing of grants involving Youth Education programs as needed.
12. Communicate and coordinate with the Volunteer Coordinator to ensure adequate numbers of volunteers for programs.
13. Keep organized records of registration for Master Composter and Compost Kids as well as purchase supplies and track receipts for reimbursement from Hamilton County Department of Environmental Services.
14. Partner with Horticulturists, Neighborhood Gardens Coordinator and Executive Director to recruit, hire and supervise summer interns.
15. Supervise volunteer groups (corporate groups, university clubs, high school service days, church groups, etc.) working in Children's and Neighborhood Gardens.
16. Staff outreach fairs as needed (Earth Day, Farmer's Fair, etc.).
17. Maintain partnerships with like minded organizations and community efforts where possible (Greater Cincinnati Environmental Educators, Food Policy Council, Gorman Heritage Farm, etc.)

Physical Requirements:

Must have valid driver's license and good driving record.

Must be able to lift or move 30 pounds.

Must have good vision, hearing, talking ability and physical mobility.

Background:

The Youth Education Program currently consists of 4 program types:

- Summer Sprouts is a summer program that works with neighborhood children in an open door policy manner as well as with established childcare providers. There are 5 children's garden around the city; some are solely children's gardens and others are plots within adult community gardens. The Youth Education Coordinator, maintains children's gardens/plots, schedules routine programs throughout the summer months, coordinates with established childcare agencies, plans and conducts children's activities during scheduled times.
- Compost Kids are field trips that take place in the fall and spring months in partnership with Hamilton County Solid Waste Management District. The Youth Education Coordinator selects potential field trip dates in coordination with the CGC facility calendar, channels information to Hamilton County Solid Waste Management District for scheduling purposes, recruits and trains volunteer educators, purchases and prepares needed materials, maintains compost piles in demonstration area as needed and leads and staffs field trips as needed. There are at least 20 field trips each year.
- Grow to Learn to Grow are designed to be 1 hour hands-on nature or gardening activities that can be taken to learning center sites. The Youth Education Coordinator plans and promotes Grow to Learn to Grow lessons and schedules and conducts lessons adapting each one for specific sites and age groups. These are scheduled by a variety of learning sites and per the discretion of the Youth Education Coordinator, can be as many as 5 programs/week during the school year.
- Growing Together consists of nature craft classes that take place at the Civic Garden Center. Largely promoted to and taken advantage of by Girl Scout troops, classes range from Corn Husk Doll Making to Natural Egg Dying. The Youth Education Coordinator plans programs and processes registrations. The Youth Education Coordinator also works with the Volunteer Coordinator to recruit volunteer staff. If the Youth Education Coordinator is not the instructor, (s)he is responsible for securing an instructor.