

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: GARDEN COORDINATOR

DEFINITION: Under the direction of the school site principal, the Garden Coordinator is a resource for teachers as they plan cross-curricular lessons in the outdoor classroom and is responsible for the upkeep and maintenance of the garden

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to the following:

- Encourage and motivate students to think independently and to take personal responsibility for their health, wellness and nutrition as appropriate for their age and maturity
- Working closely with the classroom teachers, conduct garden classes using curriculum that matches hand-on activities with classroom concepts across grade levels and subject matter (science, social studies, mathematics, language arts, etc.)
- Establish and maintain standards of behavior for the garden that support district and school codes of student conduct while maintaining a welcoming garden learning environment
- Oversee and coordinate students' hand-on experiences in the garden (planting, tending, harvesting and cooking)
- Coordinate all garden volunteers and composting program
- Build involvement and commitment to the school garden within the school community, including teachers, administrators, students, parents and volunteers
- Prepare and process the garden supply orders and maintain an up-to-date inventory
- Create and process a garden classroom schedule
- Maintain a safe and orderly garden learning environment
- Maintain professional competence in the garden learning environment
- Be familiar and support district policies and school procedures regarding school budget and accounting practices in support of garden activities
- Implement student safety and emergency response plans as necessary
- Monitor and report garden activities and the extent of student and teacher participation
- Other duties as assigned

REQUIREMENTS:

- Ability to use a computer, other office equipment and to type
- Verifiable instructional and curriculum experience working with students
- Possess effective organizational and garden management skills
- Possess and utilize project management skills
- Strong public speaking skills
- Complete district recommended pesticide training for schools within one month of hire

QUALIFICATIONS:

Knowledge of:

- Facilitation and teaching experience with elementary age students
- Topics related to garden-based education, botany, environmental science, health and nutrition, gardening for food and food access
- Time management and scheduling
- Proper English usage, spelling, grammar and punctuation; techniques of letter, report, and grant writing

Ability to:

- Maintain a high standard of safety for the participants of the garden program
- Coordinate training of volunteers
- Work with minimum supervision; organize and prioritize work effectively

POSITION TITLE: GARDEN COORDINATOR, *Continued*

QUALIFICATIONS Continued:

Ability to:

- Work well with diverse populations including youth and adults
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, and firmness
- Learn and interpret specific rules, laws, and policies and apply them with good judgment in a variety of situations
- Use basic hand tools and gardening equipment
- Must be able to work well independently and as part of a team

EDUCATION AND EXPERIENCE:

- Any combination of education and/or experience which would demonstrate possession of the knowledge and abilities listed herein
- Completion of the twelfth grade
- Coursework or degree in ornamental horticulture, agriculture, science or a related field is desirable

PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:

Ability to:

- Sit for extended periods of time
- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Ascend and descend steps
- See for the purpose of observing accuracy of reports, documents, procedures, mail, reading bus schedules and other printed matter
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- The ability to communicate information and ideas in speaking so others will understand
- Communicate using the telephone and radio
- Push/pull, squat, turn, twist, bend, kneel and stoop
- Lift and carry 20 lbs. and occasionally carry up to 40 lbs.
- Reach in all directions
- Think clearly and rationally to solve problems, make good judgments and decisions
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position

WORKING CONDITIONS:

Outdoor working environment subject to standing and bending for long periods of time, crouching, or kneeling at garden beds, pushing/pulling of garden cart/wheelbarrow, reaching in all directions, and prolonged periods of time working in a garden setting.

LICENSE OR CERTIFICATE:

- Possession of a valid California Driver's license is desirable
- Valid CPR/First Aid Certification is desirable

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.