



## Garden Club Coordinator Job Description

### **Organization Description:**

The New Roots Youth Garden (NRYG) cultivates healthy children, families and community through outdoor, experiential learning and the profound act of connecting people with food from seed to table.

The New Roots Youth Garden is committed to providing opportunities for local youth to develop personal growth, environmental stewardship, healthy lifestyles, social skills and awareness, community spirit, business proficiency, and the joy and satisfaction of meaningful work. We realize these goals by growing, eating, and sharing our harvest in creative, fun, and healthy ways.

**Position Title:** NRYG Garden Club Coordinator (GCC)

**Term of Responsibility:** 1 year minimum

**Time Commitment:** Seasonal

**Rate:** \$15/hr

**Program and Position Description:** Provides overall coordination of the NRYG garden club which is held seasonally on **Thursdays**. The NRYG GCC is responsible for the overall leadership and coordination of the garden club program. The GCC works collaboratively with the Board of Directors, specifically the Programming Committee to effectively plan, coordinate and implement all aspects of the garden club programs (Spring, Summer and Fall). This position will coordinate volunteers to successfully host the weekly garden club. The NRYG club coordinator communicates with volunteers, board of directors (BOD), garden guru's, youth club members, parents and families to maintain smooth operation of the club. Support youth, volunteers and NRYG BOD members in conducting meaningful, educational experiences to help to support the mission and vision of the organization. The Garden Club Coordinator reports directly to the Program Coordinator, who shall act as the GCC's liaison to the Board of Directors. May also receive direction from the NRYG President, when necessary.

### **Responsibilities:**

#### **1. Coordinate program activities (garden club, garden-work sessions, experiential learning activities, educational tours).**

- Be dedicated to youth and be sensitive to their abilities and needs.
- Provide a safe environment for all youth to learn in by following all guidelines and policies NRYG program
- Encourage and inform youth, parents and other volunteers to actively participate in NRYG opportunities
- Establish and manage an effective check in and check out system of youth participants
- Plan and coordinate and lead "Thursdays in the Garden" weekly garden club. To include planning activities and ensuring volunteers are prepared and ready prior to garden sessions/activities. Including but not limited to: confirmation of speakers and/or volunteers, organization of programming supplies and facilitating a healthy snack
- Inform members and parents of program events, cancelations and other pertinent information.
- Identifies problems and opportunities and addresses them; brings those which are appropriate to the Board and/or its committees

- Troubleshoots and resolves any on site garden club concerns; involves Program committee chair as needed.
- Keeps the shed and surrounding area organized and free of excess clutter.
- Oversees the overall garden site. Identifying and communicating needs to the appropriate board committee if work needs to be completed.

**2. Work closely with the Programming Committee which designs learning activities and other programming to meet the mission and vision of the organization.**

- Meets regularly with Program Committee Chair to ensure the implementation of garden club goals.
- Attend program committee meetings and other program planning session
- Propose programming activities that support the mission of NRYG
- Update committee about trends, issues, and activities that require attention
- Implement program plans at the garden sessions/events
- Keep good records of attendance, harvest and other pertinent administrative information as directed by the board.

**3. Other Duties as required:**

- Keep NRYG BOD informed of club activities. Attend BOD monthly meetings.
- Participation in NRYG fundraising activities and special programs
- Creation and distributing NRYG BOD approved fliers, news releases, etc.

**Qualifications:**

**Applicant must have:**

- Sincere interest in working with youth and adults in the community
- Ability to communicate with youth and adults
- Ability to organize, plan, problem solve, coordinate and lead
- Ability to work independently and as part of a team
- Willingness to seek out resources and information

**Requirements:**

**Applicant must meet the following requirements:**

- Be a Positive role model for youth
- Provide 3 references
- Pass background check through VCE appointed service.
- Ability to continuously stand/walk (up to three hours), to bend, squat, and kneel.
- Ability to lift up to 40 pounds occasionally (weight of a soil bag).
- Availability to commit to being present in the Garden on Thursdays from 3:30pm until 6:30 pm to set up, coordinate/lead programming, and clean-up.



**OTHER SPECIAL SKILLS**

Please list other special skills you may have, e.g., fluency in other languages, licenses, special training required for the position for which you are applying, etc.

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**RELEVANT EXPERIENCE**

Please explain your experience with leadership, organizational skills, and volunteer management

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Please explain any gardening experience you have.

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Please explain any experience you have in working with children.

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**WORK EXPERIENCE**

Please list your work experience beginning with your **most recent** job. If you were self-employed, give firm name. Attach additional sheets if necessary.

<b>Most Recent Employer</b>	Dates Employed From: To:	Work Performed
Address	Supervisor	
Job Title	Reason for Leaving	

<b>Employer</b>	Dates Employed From: To:	Work Performed
Address	Supervisor	
Job Title	Reason for Leaving	

<b>Employer</b>	Dates Employed From: To:	Work Performed
Address	Supervisor	
Job Title	Reason for Leaving	

**REFERENCES**  
Please list three references other than relatives or previous employers.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____ _____	Address _____ _____
Phone (____) _____	Phone (____) _____

  

Name _____
Position _____
Company _____
Address _____ _____
Phone (____) _____

## WAIVERS AND DISCLOSURES

Please read each section carefully and sign where indicated.

### AT-WILL EMPLOYMENT

It is my understanding that this employment application, or the granting of an oral interview, does not represent a contract of employment or a promise of future benefits by this organization. I understand and agree that, if hired, my employment will be at-will in nature and may be terminated, with or without cause, at any time, by either myself or my employer. I also understand that this written statement supersedes any and all oral representations made by agents or representatives of this organization.

### CERTIFICATION OF TRUTH AND ACCURACY

I certify that the information in this application is true, complete and correct. I understand that false answers, statements, or significant omissions made by me on this form shall be sufficient cause for denial of employment or discharge.

### NOTIFICATION AND AUTHORIZATION TO CONDUCT BACKGROUND INVESTIGATION

I understand that I may be subject to a background check, and hereby authorize the Virginia Cooperative Extension, as an Agent for NRYG, to investigate my background to determine any and all information of concern as to my record, whether same is of record or not, and I release employers and persons named in my application from all liability for any damages on account of his/her furnishing said information.

Additionally, you are hereby authorized to make any investigation of my personal history, educational background, criminal records and credit history through an investigative or credit agency or bureau of your choice. I authorize the release of this information by the appropriate agencies to the investigating service. This authorization, in original or copy form, shall be valid for this and for any future reports and updates that may be required.

I understand that passing the background check is a condition of employment. A negative background check can be grounds for dismissal, even if an offer has been made to me and I have been hired.

### TAX WITHHOLDING ACKNOWLEDGEMENT

I understand that New Roots Youth Garden, in an effort to minimize administrative implications of payroll processing, will withhold Federal, Social Security, and Medicare taxes from each paycheck but will file reports for said taxes with the Internal Revenue Service on an annual basis. Further, New Roots Youth Garden prefers to NOT withhold Virginia income taxes on behalf of the employee. I understand that, if I am selected for this position, I will receive a W-2 from New Roots Youth Garden which will show any applicable Federal taxes withheld and zero State taxes withheld. Further, I agree that I will be personally liable for paying any additional taxes due based on information contained in my tax return.

APPLICANT SIGNATURE: \_\_\_\_\_ Date \_\_\_\_\_

**Applications may be submitted in the following ways:**

**US Postal Service: P.O. Box 383, Cape Charles, VA 23310**

**Hand Delivery: 403 Tazewell Avenue, Cape Charles, VA 23310 (drop off in mailbox on porch)**

**E-Mail: [helpnewrootsyouthgarden@gmail.com](mailto:helpnewrootsyouthgarden@gmail.com)**