



AMERICORPS

Corporation for
NATIONAL &
COMMUNITY
SERVICE



Education Programs Coordinators

Improve social justice through building garden-based classrooms, helping teachers with garden-based curriculum, and helping to manage Grow Ohio Valley's *Food Justice* and other service-based learning immersion trips. Grow Ohio Valley (GOV) seeks to fill two year-long Education Programs Coordinator positions to expand the reach of its garden- and food-based education programs targeted at students grades K-16. Candidates should have a passion for creative discovery, direct service, and public speaking with a desire to reduce poverty and other social ills. GOV is searching for exceptional candidates to fill these two key roles. These are full time position that will start in January 2017.

Position Description

The Education Programs Coordinators will oversee, implement and maintain agricultural and horticultural activities at local schools in and around Wheeling, WV. These supervised programs teach students about growing food, meal preparation and proper nutrition. Candidates should be prepared to help students gain hands-on experience germinating, planting, growing, observing, harvesting and eating healthy, fresh food, and to work directly with teachers to develop and deliver garden-based curriculum. The position will also help to coordinate successful service-based learning immersion programs targeted at college and high-school students around the USA.

These positions will run for 12 months, from **January 2017-December 2017** in Wheeling, West Virginia, and require full time commitments of at least **35 hours/week**. AmeriCorps volunteers are critical to enhancing and expanding GOV's programs to provide greater food security in the larger Wheeling community. AmeriCorps members will be expected to attend organization and state trainings, participate in other service activities, and assist with other aspects of the GOV programs as necessary. These positions will take shifts working in other aspects of GOV's food systems work, so that they have broad exposure to the many facets of food systems improvements. Other active sites include an urban orchard, greenhouses, an urban farm, a mobile market, weekly food baskets programs, and student and adult cooking and gardening education programs.

Responsibilities will include:

- Integrating garden program curriculum to assist garden-based learning at schools
- Designing and implementing age appropriate lessons and activities under supervision of GOV's Education Director
- Building and maintaining relationships with school communities (including teachers, school administration, staff, school board, PTA, parents, and volunteers)
- Helping to maintain gardens (including watering, weeding, mowing, deer/pest control, tool care, and general facilities upkeep)
- Coordinating and participating in GOV service-based learning immersion trips, and outreaching to schools to schedule them

- Monitoring activities, documenting teacher and student involvement, and report to Program Director and completing reports and paperwork accurately and on-time
- Supervising program interns and volunteers who assist with garden work activities
- Establishing and maintaining relationships with employees, supervisors, and the public
- Making connections in the community for program outreach and enhancement
- Accepting responsibility for maintaining productive a work schedule and supporting program staff, supervisors, and administrative staff in duties as necessary
- Consulting supervisors with ideas, issues, or concerns, offering analysis and solutions
- Practicing sound health habits, including getting sufficient rest, to effectively perform position requirements
- Learning organizational emergency procedures and following emergency instructions
- Reporting any accidents, illness, or sickness to Program Manager

Candidate Qualifications

GOV is seeking an exceptional candidates who can play a strong role expanding our mission to improve food justice and create robust local food systems, while we build sustainable cash flows. While no requirement is hard and fast, ideal candidates would embody the following qualities, experience and background.

Essential Skills

- Be familiar with operation of gardening tools and equipment
- Speak publicly to lead group discussions, training, and programs
- Write and speak competently and professionally
- Use a computer, including the Windows suite of programs, email, and social media
- Operate a motor vehicle and possess a valid driver's license
- Lift fifty pounds

Preferred Educational Background/Experience

- Agriculture
- Nutrition
- Education
- Child development
- Able to use basic tools

About Grow Ohio Valley

GOV's mission is to transform the Ohio Valley through improved food justice. This is achieved by a variety of programs, including: organic urban agricultural production, school garden programs, community supported agriculture initiatives, neighborhood farm stands, and a traveling mobile organic market. The organization emphasizes an innovative, agricultural approach to poverty and encourages independence among its staff. Now completing its third

season, GOV has demonstrated a successful track record and proven itself a positive change agent in the redevelopment of rust-belt Appalachia.

Compensation and Benefits

- A modest living allowance up to \$12,530 for a full year of service
- An educational award of \$5,775
- Possible forbearance of qualified student loans
- Vacation and personal days
- Childcare benefits for qualified individuals
- Seasonal food contributions
- Low cost housing available

TO APPLY:

Send a cover letter expressing your interest and why you are a good fit for the position and salary, as well as your understanding of AmeriCorps and National Service, and the role of local food in a community. Include your resume and least two professional references. Applications will be accepted until the position is filled.

Submit by email to Recruitment@GrowOV.org or by post to 1006 Grandview Street, Wheeling, WV 26003. Each applicant will receive email notification that their packet has been received. Eligible applicants will be contacted for interviews on a revolving basis. Calls will not be accepted at this time. Questions can be emailed to Recruitment@GrowOV.org.