

Edible Garden Project

POSITION: Education Coordinator

CONTRACT POSITION: 35 hours/week

COMPENSATION: \$20.00/hour

Application Deadline: Wednesday, January 18, 2017

Submit application to: info@ediblegardenproject.com

The North Shore Neighbourhood House is a not-for-profit registered charity serving the North Shore community since 1939. We believe working together to meet the grassroots needs of our neighbours, especially our most vulnerable residents, is essential to building a safe, healthy and strong community. The House values and promotes cooperation, respect and empowerment through the provision of programs and services designed to meet the needs of individuals and the community as a whole.

The Edible Garden Project (EGP) is a program of North Shore Neighbourhood House. The EGP is actively increasing land used for food production, building knowledge and skills around food gardening and working with municipalities to increase opportunities for urban agriculture.

POSITION SUMMARY:

Under the supervision of the Manager oversees and leads the planning, organizing, and implementation of learning programs and events for children and youth.

POSITION DESCRIPTION:

The position of Education Coordinator is responsible for the Edible Gardens Project's education programs for children and youth. Your role includes program planning, development and instructing. You will seek new learning opportunities while creating and modifying programs and activities to meet the ever changing needs of individual learners, the community and the program vision. As a key external representative of the North Shore Neighbourhood House's Edible Garden Project, the Education Coordinator will utilize excellent judgment to develop credible and meaningful relationships with businesses, schools, daycares, pre-schools and the community. You will work closely with the Manager of the Edible Garden Project to identify opportunities and resolve concerns. The responsibilities will be done while ensuring consistency with the mission and vision of the North Shore Neighbourhood House.

RESPONSIBILITIES/DUTIES:

Community Development

- Develop and maintain professional contacts.
- Develop and maintain ongoing relationships with business, industry, schools and community.

Program Development and Implementation:

- Lead, design, initiate and implement learning programs and events for children and youth.
- Responsible for the creation and implementation of learning programs which may compliment school curriculum, engage children and youth, and help fulfill teacher's needs.
- Educate using visits to school gardens and EGP gardens and farm.
- Develop/create courses and programs to meet the needs of children and youth for after school and during the summer.
- Maintain program records and statistics.
- In conjunction with the Community Coordinator you are responsible for the recruitment, orientation and coordination of your program volunteers.

Communications

- Communicate program activities (through website, newsletter and social media).
- Collaborate on the design of specific marketing materials.
- Promote program activities internally and externally.

Requirements/qualifications:

- Ability to devise, research, prepares and delivers exciting and engaging learning sessions.
- Strong interpersonal, relationship building skills.
- Excellent oral and written skills.
- Strong organizational and planning skills.
- Proficient in a variety of computer applications.
- Familiarity with the North Shore community and community services.
- Teaching skills.
- Ability to work independently as well as part of a team.
- Teaching experience with children in an outdoor setting.
- Experience working in the non-profit sector.
- Flexible schedule.
- Access to transportation.
- Completion of a criminal record check is required.

To Submit Your Application:

Email Subject Line: Coordinator_EducationApplication

YOUR NAME Cover Letter and Resume: Please send as One PDF document, 3 page maximum (1 page Cover letter, 2 page resume) with this file name: FIRST NAME_LAST NAME_EducationCoord

Email to: info@ediblegardenproject.com



North Shore
Neighbourhood
House



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