

Program Coordinator Job Opening

Updated 1-27-2020

About Downtown Greens

Downtown Greens is a nonprofit founded in 1995 in downtown Fredericksburg, VA, with a mission to foster community involvement and growth by protecting and nurturing urban greenspace through collaborative environmental stewardship and experiential education.

Position Overview

We are seeking a versatile, organized, hard-working individual to serve as Program Coordinator. This position includes work with the Garden Coordinator, maintaining the gardens and grounds; work with the Education Coordinator, assisting with garden-based classes; as well as individual work consisting of volunteer coordination and scheduling.

Primary Responsibilities

While there is a lot of seasonal variability, the average percentages (over the span of a year) of time we expect that the Program Coordinator will spend on different tasks are listed below:

Garden Work (40%)

- Assist the Garden Coordinator to maintain the 2.8 acres of greenspace which includes the youth vegetable garden plots
- Participate in Garden Hours, an opportunity for the community to volunteer in the garden on Thursdays from 3-6pm and Saturdays from 9am-noon.

Education (40%)

- Assist the Education Coordinator during the scheduled youth garden program days and times as well as during on-site field trips, and for ongoing homeschool groups
- Outreach to potential visitors including schools, daycares, summer programs, etc.

Venue Coordination (10%)

- Coordinate the use of the building and grounds by outside groups for workshops, events, meetings; Coordinate scheduling with groups and act as liaison for the organization
- Outreach to potential workshop leaders, churches, groups to publicise our offerings

Volunteer Coordination (5%)

- Recruit, retain, and manage volunteers
- Prepare and send a monthly or twice-monthly email to the volunteer base explaining the upcoming tasks and upcoming garden hour volunteer dates
- Organize annual volunteer appreciation event

DTG-wide Responsibilities (5%)

- General outreach for the organization at certain events
- Provide support for the grant writing team

Required Skills and Experience

The Program Coordinator is expected to be adaptable and enthusiastic. This position requires a diverse skill set compared to other purely horticultural or purely educational positions. The Program Coordinator will be a self-motivated, independent worker who can also work well on a team. They will be comfortable working outside in all weather conditions and able to lift 40 pounds without difficulty.

The ideal candidate will have experience with the following:

- Organic gardening, sustainability, landscaping, and/or food production
- Education, outdoor education, and/or working with children
- Working with people from diverse backgrounds
- Strong planning, organizational, and multi-tasking skills

All applicants will be required to complete a criminal background check.

Work Schedule and Compensation

Work schedule varies based on programming and season, but includes several specific moments like Saturday mornings from 9am-Noon and Thursday afternoons from 3-6pm for weekly Garden Hours. The first 15 hours of the compensation is comprised of room and board in the 1 bedroom, 1000 square foot Downtown Greens apartment and utilities. After that, hourly rate is \$15 with accrued PTO and professional development opportunities.

How To Apply:

Submit a resume and cover letter to downtowngreens@gmail.com. Applications will be reviewed on a rolling basis until the position is filled.

Downtown Greens is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.