



Updated 6/2026

Youth Education Garden Coordinator III

Job Description

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.

About Downtown Greens Founded in 1995, Downtown Greens is a nonprofit community greenspace dedicated to conservation, education, and environmental stewardship. Downtown Greens currently protects and manages nearly 60 acres of preserved land in the Fredericksburg, Virginia area, providing a valuable natural resource for the community. Through hands-on programs and outreach, Downtown Greens educates children and adults on topics including nature, sustainable food systems, gardening, and environmental conservation.

Our Mission: To enhance the well-being of our community, by connecting people with nature through education and the preservation of greenspaces.

Our Vision: One day, we will live in a world where the community feels a deep connection with each other, nature, and the food they eat.

Our Values:

- Sustainability- We are intentional in the use of all resources and mindful of how our actions impact the community and the world.
- Inclusion - We honor diversity by respecting the innate worth of all persons, cultures, and abilities. We are stronger because of the varied contributions of all.
- Stewardship – We accept responsibility to care for the land and to educate and encourage the community to become active contributors to a healthy environment.
- Optimism – We believe in our community, and the ability to bring change for the better through our actions, words, and intentions.
- Service – We dedicate ourselves to creating opportunities for the advancement of the community.

Position Summary

The Youth Education Garden Coordinator is responsible for overseeing the planning, maintenance, and daily operations of the Youth Education Garden while supporting educational programming that connects youth and community members to sustainable gardening, healthy food systems, and environmental stewardship.

The ideal candidate is passionate about youth development, community engagement, and sustainable growing practices. They are a self-motivated and organized leader who can work independently while collaborating effectively with staff, volunteers, and program participants. This individual is welcoming, adaptable, and committed to creating a positive and educational environment for youth and community members.

Primary Responsibilities

Garden Management

- Plan and manage the day-to-day operations of the 3,000-square-foot Youth Education Garden—which consists of vegetable gardens and native plant gardens
- Develop and implement seasonal crop plans, including planting and harvesting schedules for spring, summer, and fall growing seasons.
- Grow and manage seedlings indoors and outdoors, including seed starting, transplanting, and crop establishment.
- Utilize sustainable and organic growing practices, including composting, soil-building techniques, weed management, pest management, companion planting, and crop rotation.
- Monitor and maintain soil health through nutrient management, soil amendments, and seasonal garden maintenance.
- Manage irrigation systems and ensure efficient water use throughout the growing season.
- Oversee garden cleanup, winterization, and preparation for future growing seasons.
- Track garden operations and maintain accurate records, including crop plans, planting schedules, harvest logs, soil management activities, and production data.
- Supervise, train, and support volunteers of varying skill levels while establishing weekly priorities and work plans.

Program Management and Education Support

- Develop and implement an annual garden operations plan.
- Serve as Co-Educator for youth farm and garden programs in the Youth Education Garden.
- Assist the Education Manager with Garden Sprouts, field trips, and other educational programming.
- Lead educational activities and programs when the Education Manager is unavailable.

- Support hands-on learning experiences that teach youth about gardening, food systems, environmental stewardship, and healthy eating.
- Foster a safe, engaging, and inclusive learning environment for all participants.

Organizational and Community Support

- Serve as a welcoming and positive presence for youth, volunteers, families, and community members.
- Assist with preparation of reports related to the Youth Education Garden and programs for board meetings, grant reporting, and program evaluation.
- Represent the organization at community events, outreach activities, and partnership opportunities.

Qualifications and Skills

Required Experience

- Vegetable gardening experience utilizing sustainable gardening practices.
- Experience working with youth in educational, recreational, agricultural, environmental, or community-based settings, including facilitating hands-on learning activities and maintaining a safe, positive, and inclusive environment.
- Experience supervising, training, or coordinating volunteers, youth, and/or community groups.

Preferred Knowledge and Skills

- Knowledge of sustainable and organic growing methods.
- Experience with or ability to learn crop planning, seasonal production schedules, and garden recordkeeping.
- Experience with or ability to learn soil health management, composting, and soil fertility practices.
- Understanding of crop rotation, companion planting, seed starting, transplanting, and season extension techniques.
- Knowledge of or ability to learn drip irrigation systems and water management.
- Experience managing garden assets, equipment, and supplies.
- Ability to develop work plans, budgets, and operational goals.

Professional Skills

- Excellent verbal and written communication skills.
- Strong organizational and recordkeeping abilities.
- Ability to work independently and take initiative.
- Friendly, outgoing, and professional demeanor.
- Ability to receive and incorporate feedback constructively.

- Passion for community development, healthy food access, sustainable agriculture, community food systems, and food security.
- Ability to work evenings and weekends as needed during peak growing seasons.

Physical Requirements

- Ability to perform physical labor in a variety of weather conditions.
- Ability to lift and carry up to 50 pounds.
- Ability to bend, kneel, stand, and work outdoors for extended periods.

Work Schedule and Compensation

This role is for 15 hours a week at a rate of \$16 per hour and includes paid time off. Expected hours of work will be established with the employee's direct manager, but will include Tuesdays 9-2:30 and Wednesdays 9-11:30 during the school year.

How To Apply

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

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

We encourage candidates who may not meet every qualification listed to apply. If you're excited about this role and believe you can contribute, we'd love to hear from you.