



**Summit  
Community  
Gardens**



## **450 Hour UCC AmeriCorps Community Outreach and Volunteer Coordinator**

### **Organization and Job Description**

Summit Community Gardens (SCG) is a non-profit organization that operates a 1.5-acre community garden in Park City, centrally located just off Old Ranch Road at 4056 Shadow Mountain Drive. Our mission is to build and strengthen our community by educating, empowering, and providing an opportunity for people to grow their own food successfully and sustainably. We achieve our mission by offering gardening education, garden plot rentals, and community events for all to attend.

The UCC AmeriCorps **Volunteer and Community Outreach Coordinator** is primarily responsible for developing and expanding the volunteer programs and community outreach programs of Summit Community Gardens (SCG). The Coordinator will also assist in the development and maintenance of the demonstration gardens, will help facilitate garden volunteer groups, and assist at SCG events.

The position requires strong leadership skills, self-motivation, and a passion to represent the benefits of growing and eating healthy, local, organic food. Through this position, the UCC AmeriCorps member will have the opportunity to learn about organic farming practice, outdoor education, sustainable food production, and non-profit volunteer management through hands-on experience.

### **Primary Responsibilities**

#### *Volunteer Coordination*

- Work closely with Managers to identify and implement opportunities for volunteers
- Monitor community gardeners volunteer hours to ensure they complete their service
- Provide training and communication to volunteers
- Organize volunteers into task specific groups and arrange for volunteer days throughout the season
- Identify and implement volunteer tracking and reporting tools
- Help develop a volunteer recognition program, including planning an end-of-year celebration

#### *Community Outreach*

- Develop tactical and logistical plan for community outreach
- Identify community events where SCG should have a presence and make necessary contacts
- Develop schedule of outreach events
- Staff outreach events with tables, educational activities, and information about SCG programs
- Be the primary contact and representative at outreach events
- Recruit volunteers to also participate in outreach events
- Assist in the marketing and promotion of the community outreach program via social media and other marketing formats

### *Community Garden Program Stewardship*

- Help plant, maintain, harvest, record, and distribute produce from all demonstration gardens
- Provide support to community gardeners as needed
- Help to facilitate garden volunteer groups and garden crews
- Assist with Summit Community Gardens and community events as needed, including: Garden Orientation Day (a Saturday in May), Seeds of Change (May), Dig-In (a Saturday in September) and garden clean up in October

#### **Qualifications**

- Organized, motivated, and able to work independently and as part of a group
- Interest in community engagement
- Confidence in public outreach and speaking
- Excellent communication skills, positive attitude, and ability to solve problems creatively
- Desire to work outdoors in variable weather conditions
- Basic knowledge of sustainable, organic gardening OR strong desire to learn

#### **Other Preferred Experience**

- Bachelor's degree in related field (nonprofit management, education, social work, environmental studies, etc.)
- Prior experience working with or managing volunteers
- Prior experience with gardening, farming, or education
- Proficiency in Microsoft Office Suite, comfortable using Google Applications (Gmail and Google Docs)
- Ability to lift 25 pounds and work in the garden
- Fluency in Spanish

#### **Minimum Qualifications**

Must be a US Citizen or Permanent Resident and eligible to serve an AmeriCorps State/National term. Must be at least age 18 by the start of their term and have a high school diploma or equivalent. Must undergo and pass a National Criminal History Check. **Must commit to completing their Term of Service.**

#### **Schedule**

The Volunteer/Community Outreach Coordinator will work roughly 15 hours a week during the early garden season (April – May) and then will work 20 hours per week during the garden season (June – September) and will finish out hours in October. The hours will fluctuate with events and garden schedules. We can be flexible scheduling hours; however, we expect the Coordinator will establish and publish his or her schedule at least 2 weeks in advance and notify the Garden Program Director of any changes.

#### **Compensation**

This is an individual placement position through the Utah State University, Utah Conservation Corps (USU-UCC), AmeriCorps Program. USU-UCC and SCG will provide the selected individual with a \$3,635 living allowance divided into bi-monthly installments and an educational award of \$1,612.43 (upon completion of entire member contract).

#### **Educational Opportunities and Other Benefits**

- Gain experience coordinating and managing volunteers
- Create an engaging relationship with community members
- Represent the importance of responsible food production
- Opportunity to spend time working outdoors in beautiful Park City!
- Access to fresh garden produce