



Green Heart Project
Farm-to-school program
759 King Street, Suite A
Charleston, SC 29403
www.greenheartsc.org

About the Green Heart Project:

Founded in 2009, the Green Heart Project is a 501©3 non-profit organization that builds experiential learning projects and school garden programs in the Charleston area. With a high value placed on health, education and community, the Green Heart Project pairs local volunteers with students to maintain school gardens while teaching academic standards, food & nutrition and interpersonal skills. The Green Heart Project currently reaches over 1,200 students across six school sites. For more information, please visit our website at www.greenheartsc.org.

Position Description: Farm to School Program Coordinator (Hourly position; up to 40 hours/week)

PRIMARY RESPONSIBILITIES:

The Program Coordinator is an invaluable member of the Green Heart Project team whose primary responsibilities are (1) to serve as a “garden educator” for Farm to School programs at multiple elementary school sites, and (2) to coordinate and support personnel, materials, and resources for all of the Green Heart Project’s Farm to School programs.

This position will engage in direct instruction of elementary school students in a garden setting, and will help to support other Green Heart educators in the following ways: recruit and support program volunteers; assist with program planning; coordinate schedules, lessons, and materials; and maintain relationships with various Green Heart stakeholders. These activities will support Green Heart’s mission of educating students & cultivating community around food.

This is a seasonal, hourly position up to 40 hours per week under the supervision of the Program Director. The position will run from August 12, 2019 through May 31, 2020. This role is considered a W2 temporary position, and will be compensated at a rate of \$15/hour.

The position’s responsibilities include, but are not limited to:

- **Prepare for and implement weekly lessons (10-12 hours/week)**
 - Review weekly lessons independently and with Program Director
 - Plan for content delivery, pacing, volunteer roles, and group management during activities
 - Effectively implement 4-6 garden- or culinary-focused lessons/week to groups of 10-20 students, supported by 3-5 volunteers
 - Coordinate with school site coordinators and staff to confirm scheduling
 - Send all lesson plans w/a summary of the session and outlined volunteer and teacher roles at least 1 week in advance
 - Organize and/or purchase program-related supplies (including any food supplies) for weekly projects/lessons



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- **Coordinate and support all Farm to School programs (3-4 hours/week)**
 - Communicate weekly lesson summaries to Garden Educators
 - Work closely with Garden Coordinator to ensure gardens are supporting programs, and vice versa
- **Coordinate and manage schedules and “Green Heart Buddy” volunteers (2-3 hours/week)**
 - Assist with recruitment and retention of Green Heart Buddy program volunteers
 - Coordinate Buddy placements, scheduling, and ongoing training
 - Send weekly preview messages to Green Heart Buddy volunteers
 - Coach and provide feedback to a diverse set of volunteers to ensure a successful and meaningful experience for Green Heart Buddy volunteers
- **Assist in other miscellaneous program operations (as needed/when time allows)**
 - Including but not limited to:
 - Events, marketing, volunteer coordination, evaluation, curriculum development, grant writing

DESIRED SKILLS & QUALIFICATIONS:

- Experience teaching and/or leading youth in a structured setting
- Skilled in lesson delivery and group management
- Possess a high level of creativity, energy and patience required to teach elementary school children
- Comfortable with “getting your hands dirty” and working in an outdoor environment
- Ability to help students make connections to the natural world
- Possess strong organizational and communication (verbal and written) skills
- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds

In order to be considered for this position, please send a resume and cover letter to Amanda Howell at amanda@greenheartsc.org no later than Sunday, July 28th.

The Green Heart Project believes that diversity and inclusion among our teammates is critical to the success of our mission. We encourage applications from candidates of all races, religions, genders, ages, sexual orientations, and socioeconomic backgrounds.