



Job Title:	Program Manager	Positive Type / Classification:	Full-Time / Exempt
Location (Zip Code):	Charleston, SC 29403	Travel Required:	5-10% Locally
Reports to:	Operations Director	Salary Range:	\$60,626 - \$90,940

Position Summary: The Green Heart Project’s (GHP) Farm to School and Youth Development programs are its two major program areas benefiting students pre-K-12th grade. The Farm to School program uses school gardens for hands-on education with 19 school partners (mainly elementary schools) across the Charleston area, and school field trips to the ½ acre Urban Farm in Downtown Charleston. The Youth Development program provides paid employment for high school students and graduates at the Urban Farm to develop career and life skills. The Program Manager is a key team member, responsible for managing and executing The Green Heart Project’s (GHP) Farm to School and Youth Development Programs. Key responsibilities include hiring and supervision of Garden Educators and youth employees, management of program schedules and curriculum, recruitment and placement of volunteers, and coordination of logistics.

Areas of Focus: Program Management (100%)

CORE RESPONSIBILITIES AND DUTIES:

Program Management (100%)

- Establish, along with GHP Leadership Team, program outcomes for students and school partner communities that align with industry best practices
- Assist with the development and execution of a comprehensive plan for GHP’s Farm to School and Youth Development Program that meets or exceeds annual goals for program outcomes
- Provide input and administer program evaluations to measure program impact and effectiveness
- Hire, train, and supervise Garden Educators and Youth Employees
- Recruit and orient Green Heart Buddies (volunteers) bi-annually to support Farm to School programs
- Regularly review and update Farm to School and Youth Development program curricula and delivery models to remain current with organizational needs and follow industry best practices.
- Assist with developing and planning, along with GHP Leadership Team, new programs and partnerships that align with Green Heart’s mission, vision, values, and strategic direction.
- Ensure all program personnel (staff and volunteers) are given proper resources and training to hold a standard of excellence and to support program goals
- Collaborate with other departments to share relevant and timely information about programs
- Coordinate logistics for programs including: yearly scheduling, engaging with schools and community partners, securing needed supplies and materials, and problem solving
- Occasionally serve as a representative for The Green Heart Project at community events or meetings
- Deliver Green Heart lessons and help with garden upkeep as needed

SUPERVISORY RESPONSIBILITIES:

- Garden Educators
- Youth Employees



REQUIRED QUALIFICATIONS:

- Must have a minimum five (5) years of experience working in formal and/or informal youth education programs
- Must have two (2) years of management experience, with a demonstrated ability to effectively lead a team
- Must have a bachelor’s degree in a relevant field or equivalent experience and training
- Experience creating a safe and inclusive space for a diverse community of stakeholders
- Strong verbal and written communication skills, organizational skills, attention to detail and ability to meet deadlines
- Strong computer skills and familiarity with collaborative apps, such as Google Workspace
- Valid driver’s license and reliable transportation.

DESIRED COMPETENCIES:

- Experience and expertise in food, health, and/or community development programs
- Cultural competency within the context of Charleston and surrounding area school populations
- Experience and/or training in racial equity and inclusion
- Strong commitment to promoting and supporting health, education, and volunteerism

WORKING CONDITIONS:

- This position may be required to work outside of general operating hours of business, including weekends and/or evenings.
- Occasionally work in outdoor weather conditions, including but not limited to regular exposure to extreme temperatures such as heat or cold

PHYSICAL REQUIREMENTS:

- Office-type environment with regular use of basic office equipment (i.e., computer, printer, phone system, copy machine/scanner, projector, etc.).
- Ability to sit at a desk and work on a computer for prolonged periods.
- Ability to lift up to 15 pounds, at times.

Last Updated By:	Jesse Blom	Date/Time:	June 2024
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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.

Additional Information: The Green Heart Project is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, veteran status, disability, or any other federal, state, or local protected class.

JOB DESCRIPTION ACKNOWLEDGEMENT:

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. The Executive Director has exclusive rights to alter this job description at any time without notice. The job description does not imply nor create a guarantee of employment and/or an employment contract of any kind. I understand that my employment with The Green Heart Project is at-



will. The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements, and, at this time, I know of no limitations which would prevent me from performing the listed functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these job functions.

I have read and understand the position expectations and job functions. I verify that I have received a copy of my job description by the signature below. As an employee of The Green Heart Project, I understand the duties and responsibilities assigned to me. Furthermore, I understand that the duties listed above are guidelines and will change over time, as necessary. I understand that I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description.

Print Employee Name: _____

Employee Signature: _____

Date: _____