



**Ingham County Health Department AmeriCorps State Program
Quarter Time Position Description**



Position Title:	Gardening Coordinator	Host Site:	Allen Neighborhood Center
Position Type:	Quarter time, 450 hours/year	Site Supervisor:	Egypt Krohn
Stipend:	\$3,702/year	Dates of Service:	May 4, 2020 – August 31, 2020

Position Description

Organization Information: Established in 1999, Allen Neighborhood Center (ANC) is a non-profit hub for neighborhood revitalization. Signature projects include the Hunter Park GardenHouse and Allen Farmers Market. These programs have emerged from ANC’s inclusive neighborhood forums, designed to address emerging issues, (e.g., food security and food access), and ensure the development of pioneering, resident-driven strategies for community improvement. For more info, visit: www.allenneighborhoodcenter.org

Role and Responsibilities:

Our Gardening Educator will:

- Collaborate with the GardenHouse Director to develop and promote a robust gardening program throughout the Eastside (link neighbors to resources, assist with planning, promoting, and facilitating of garden education offerings including home garden visits, workshops, and Urban Gardener Certification Program.)
- Collaborate with Youth Programs Coordinator to develop, promote, and facilitate Youth Service Corps program for 11-17 year olds. Specific youth projects include: Garden-in-a-Box, Edible Park, and Fruit Tree Project.
- Provide guide-by-the-side instruction to GardenHouse volunteers and visitors during GardenHouse open hours. Support GardenHouse Director in year-round, allowable Hunter Park GardenHouse operations (planning, promoting, planting, harvesting, & distributing food)
- Participate in ICHD AmeriCorps Program-wide data reporting system with program required survey questions; and further document the effectiveness and impact of GardenHouse programs through dot and paper surveys

Minimum Qualification:

- Be at least 17 years of age. Minors must have guardian permission. Applicants must have HS diploma, GED or working toward the completion of one.
- U.S. citizen, U.S. national or lawful permanent resident of the U.S.
- Agree to and pass the following checks: State of Michigan background check, DHS Central Registry Clearance, FBI Fingerprinting, and State & National Sex Offender Registry

Preferred Skills:

- Desire and ability to engage with a diverse group of people, particularly those living in low-income distressed neighborhoods
- Ability to function independently and in a team environment
- 1+ years’ experience in urban gardening/farming (seedling care, soil, compost, pest & disease control)
- Computer skills, excellent written and oral communication skills.
- Flexible availability required (some night and weekends)

Compensation:

Members will receive a living allowance of \$3,702 distributed bi-weekly from May 4th, 2020 – August 31st 2020 and receive student loan forbearance for qualified loans. Professional development training given per program. Upon successful completion of service an education award in the amount of \$1,612.43 will be issued. Members will serve 25-27 hours/week. All interested candidates must be available to spend 40 hours in training the week of May 4th, submit a cover letter and resume to ICHD AmeriCorps Program Director, Andrea Villanueva at avillanueva@ingham.org no later than **March 2nd**.