



Cultivating a Healthy Community

Power of Produce (PoP) and Community Garden Program Manager Job Description

Results Statement: This position will support both the Yelm Community Garden and the Power of Produce (PoP) programs. As garden manager, this position will coordinate efforts to maintain and grow the community garden program in collaboration with community groups, other nonprofits and the City of Yelm. As Power of Produce Program manager, this position will oversee the PoP program during the Yelm Farmers Market season and help it to grow.

Reports to: Farmers Market Manager and Bounty for Families Board of Directors

Time frame: Responsibilities will begin before the Farmers Market season starts and may extend for a week or two after it concludes. In 2021, this will be April – November.

Work Listing:

Communication and Outreach

PoP

- Communicating with families and children to explain the PoP program
- Recruiting nonprofit and community organizations to do kids' activities at market
- Collaborating with farmers market manager to coordinate special events, nonprofits who attend market, PoP related vendor products
- Provide engaging activities for kids each week in tandem with the Community Gardens project

Community Garden

- Coordinate efforts with community groups, other nonprofits, the City of Yelm and Yelm Community Schools to hold work parties and ensure that the garden is maintained and tended
- Coordinate activities and classes at the Yelm Community Garden as part of the PoP program and in collaboration with other community groups and nonprofits
- Facilitate monthly strategic meetings with community partners
- Maintain a clean, welcoming, and active garden space during the growing season. This includes weeding, planting, harvesting, and winterizing beds.
- Adhering to organic gardening standards.

Both PoP and Community Garden:



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- Create weekly social media posts to keep the public informed about upcoming events and activities at the Farmers Market and Community Garden
- Respond to social media questions or comments related to the PoP program and Community Garden

Volunteer Management

PoP

If the Program Manager is unavailable on a given market day, he/she will be responsible for finding a volunteer to run the PoP booth as well as training and managing any other volunteers who assist at the PoP booth on market days.

Community Garden

The manager is responsible for:

- Recruiting and training volunteers
- Communicating with volunteers with sufficient time before any work parties to ensure a good turnout
- Acknowledging volunteers after work parties, on social media when possible and/or via email or text

Logistics

The PM will run the PoP booth on market days, answer any questions parents or children may have, and help them understand how the program works. They will also issue tokens and track program participation.

The PM will work with community partners to schedule and facilitate work parties, design planting schedules, and ensure regular upkeep, maintenance, and harvesting of produce through the growing season

This position will also be responsible for helping to develop, with community partners, methods of distributing extra produce to community members.

Record Keeping

- maintain a database of all participating PoP members, including those from years past and keep track of spending.
- Maintain the PoP activity calendar.



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- Maintain a database of Community Garden volunteers and potential volunteers, including nonprofit organizations and community groups.
- Maintain planting records and harvest records from the garden.

Fundraising

The PM will assist in finding sponsors for the PoP and Community Garden programs.

Standards:

- Clear, professional communication
- Timely reporting to the board
- Focus on solutions
- Be on time
- Interest and excitement for community gardens, gardening, and community-based work

Desired Skills/Experience:

- Strong knowledge of/ experience with gardening
- Previous leadership experience with children ages 5-12
- Experience managing volunteers or employees
- Familiarity with the Yelm, WA community

Compensation

- The Community Garden/ PoP Manager will be compensated at a rate of \$15.00 per hour for 16 hours per week (\$250 per week) during the market season. This includes 8 hours for market day and 8 hours for coordination and other garden-related activities.

Please send a resume to: info@bountyforfamilies.org