



## **Richmond High School Urban Agriculture Academy: Garden Coordinator**

### **Position Description**

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Urban Tilth has an immediate opening for a Richmond High School (RHS) Urban Agriculture Academy Site Coordinator. The Richmond High School Urban Agriculture Academy is a year-round experiential learning and career training program located on campus at Richmond High School. The RHS Garden coordinator works collaboratively with the RHS team to organize, prep, and coordinate all garden classes, activities, garden improvements, garden maintenance projects, farm stands, field trips, as well as after-school programs, community volunteer events and workshops.

This is a 32 - 40 hour-a-week position, with work hours Monday-Friday 10 am-4 pm, and on the first Sunday of each month from 9am-2pm. This position works out of Richmond High School.

#### **Position responsibilities:**

- Organize, prep, and assist in the coordination of all garden classes activities, garden improvements, garden maintenance projects, farm stands, field trips, as well as after-school programs and community volunteer events.
- Work with the RHS Garden team to document and collect data relevant to monthly reports ie. food production, classes, participants, and volunteer events.
- Work with the RHS team to create, maintain, and track the annual action plan, and annual budget.
- Work with the RHS team to File monthly reports before the 5<sup>th</sup> day of each month for the prior month
- Work with the RHS Garden Team to post weekly Facebook project updates with captions and titles
- Work with the RHS Garden Team to maintain a photo diary of all Project work and regularly upload photos to Google Drive
- Participate in Weekly RHS Staff Meetings
- Attend all RHS school and North Richmond stakeholder meetings
- Attend the Annual Urban Tilth Staff Retreat
- Assist in the creation and presentation of an annual program summary presentation for the annual board staff retreats and strategic planning meetings
- Attend ALL Urban Tilth staff meetings
- Participate in ALL Urban Tilth projects, programs, and events
- Attend training and conferences to continue to develop professional skills

#### **Required Skills:**

- 2-3 years of experience in small-scale organic farming, gardening, composting, drip irrigation, propagation techniques, integrative pest management, harvesting, mulching and drip irrigation.
- 2-3 years of environmental education experience
- 2-3 Experience working with primary school children and youth of color
- Proficiency in online social media, communications, Google Drive (Docs and Sheets)

- Excellent conflict resolution, verbal and written communication skills
- Collaborative yet self-driven work style
- Comfortable managing multiple tasks and picking up new tasks as needed
- Experience working in Richmond and comfortable moving around in North Richmond
- Background check, fingerprinting and TB test
- Valid Driver's License for more than 1 year, and a Clean Driving Record

**Desired Skills**

- Clean driving record
- Bi-lingual

**Compensation:**

- 32-40 hour a week position @ \$25/hr
- Medical, dental, sick leave, holidays & vacation benefits

**How To Apply:**

Send resume and references via mail or email to:

ATTN: RHS Garden Hiring Committee

Urban Tilth  
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Urban Tilth has a great team and we are doing great things. To learn more about our work visit our website: [www.urbantilth.org](http://www.urbantilth.org), facebook page: [facebook.com/urbantilth](https://facebook.com/urbantilth) or google Urban Tilth.