



## **School Garden Coordinator**

### **Coupeville Farm to School**

#### Job Description

The School Garden Coordinator is a contracted, part-time position that supports Coupeville School District teachers, students, and food service staff in utilizing school gardens for education and nutrition. The School Garden Coordinator will be responsible for development and maintenance of the school's gardens, be a resource for teachers as they plan and implement cross-curricular lessons in the outdoor classroom, manage all production, harvest, and transportation of garden produce to be used in food service, and support food service staff in the use of garden produce in school menus.

#### The School Garden Coordinator:

- Develops and maintains the school gardens on the elementary and middle/high school campuses, including use of organic practices for the development of new crop beds as needed, soil preparation, crop planning for classroom and food service needs, planting, tending, and harvesting.
- Works closely with elementary, middle, and high school teachers to develop lessons that support classroom teaching in a range of curriculum areas (science, social studies, mathematics, language arts, etc.);
- Oversees and coordinates students' hands-on experiences in the garden (planting, tending, harvesting and in-class preparation);
- Works closely with the food service director and food service staff to ensure all food production and preparation is safe and in compliance with the all food safety regulations;
- Works closely with the food service director to identify ways to incorporate garden produce into the lunch menu, and provides assistance and training with food service staff as needed;
- Builds involvement in and commitment to the school garden within the school community, including teachers, administrators, students, parents, and community volunteers.

#### Job Responsibilities

- Facilitate 2-3 garden-based education classes per day, two days per week;
- Manage the school garden, plan and prepare for garden work activities, manage planting schedule, ensure availability of tools and other necessary materials;
- Maintain an open garden time schedule for teachers;
- Facilitate the production, harvest, and distribution of garden produce for Food Service use, in coordination with the Food Service Director;
- Develop a Food Safety Plan, and ensure compliance with the all food safety regulations;
- Provide and/or coordinate food safety trainings to all students, staff, and volunteers working in the gardens;

- Coordinate community garden events to bring students, families, teachers, and community members together;
- Communicate successes of the school gardens through school newsletter articles, press releases, and regular updates to the school's web and Facebook pages.
- Attend school wide staff meetings;
- Attend regular grade level meetings for collaborations and core curriculum alignment;
- Monitor, document, and report on all activities and extent of student, teacher, and volunteer participation;
- Participate in preparation of grant applications and reporting to support the school garden program.

#### Desired Skills and Experience

- At least 1-2 years of facilitation or teaching experience with youth aged 5-18, Washington State Teaching Certification a plus;
- Knowledge and skills in food service management and food preparation;
- Knowledge and skills in small-scale organic food production;
- Demonstrated ability to work with diverse populations include youth and adults;
- Strong oral and written communication skills, including public speaking skills;
- Ability to work independently and be flexible;
- Computer skills and project management skills.