

## Summer Volunteer Coordinator Position Description

**Position type:** Part-Time/Seasonal, June-August 2024

**Hours:** Flexible, approx. 12-20 hours per week

**Reporting to:** Garden Operations Manager

**Pay range:** Hourly, \$24/hour plus travel expenses

**About CitySprouts:** The CitySprouts mission is to cultivate curiosity and wonder for all children with hands-on science learning through urban gardening. Established in 2001, CitySprouts' in-school and out-of-school time programs currently operate in partnership with 24 Boston and Cambridge public schools.

**The Position:** We seek an enthusiastic gardener who will be responsible for communicating with and training volunteers on garden care. The successful candidate enjoys working outdoors and has strong organizational skills. Applicants must be able to commit from Mid-June through the end of August, have a willingness to work in all kinds of weather, and be able to carry out the following responsibilities. ***For the right candidate, this position could be combined with the Summer Volunteer Coordinator to create a full time position.***

**How to apply:** send a cover letter and resume to [mkartoz@citysprouts.org](mailto:mkartoz@citysprouts.org).

### Summer Volunteer Coordinator responsibilities (June-August)

- Train and support volunteers in garden care
- Communicate with volunteers weekly providing onsite, email, and direct outreach
- Work alongside volunteers in gardens, demonstrating gardening techniques
- Update volunteer information and track volunteer information in Salesforce database
- Assist with planning and hosting volunteer events

### Requirements for the position:

- Share the CitySprouts mission
- Organization skills to track data and assist with event planning
- Minimum 1 years experience creating and maintaining raised-bed gardens, specifically vegetables, flowers, and pollinator gardens - urban garden experience a plus
- Comfortable working in all weather and seasons
- Comfortable speaking to small groups
- Interpersonal skills to create a sense of community and belonging amongst volunteers
- Ability to work independently and use initiative
- Driver's license and access to car transportation
- Master Gardener certificate a plus but not required

**Work environment and physical requirements:**

This is a seasonal position. The weekly schedule will be set by the supervisor - the Garden Operations Manager – and determined by garden and environmental needs. The position requires physical labor in mixed weather conditions. Access to a car and a valid driver's license is required.

CitySprouts does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, sexual orientation, gender identity or expression, or citizenship in any of its programs. It is CitySprouts' policy to maintain a safe, educational and engaging work environment free of unlawful discrimination and harassment in any form.