*Community Crops provides equal opportunity for all. We do not discriminate in any aspect of employment or service because of race, color, sex, national origin, age, disability, religion, sexual orientation, or any other improper criterion.*

*All AmeriCorps members have the right to request a reasonable accommodation in order to perform the essential functions of their position. Reasonable accommodations may be provided upon request. If you are a person with a disability and you would like to request a reasonable accommodation, please contact: Ben McShane-Jewell, Executive Director, 402-474-9802 or* [*ben@communitycrops.org*](mailto:ben@communitycrops.org)*.*

|  |  |
| --- | --- |
| **Position Title and Information** | Full time Youth Garden Education AmeriCorps Member  Members serve a minimum of 1,700 hours, or an average of 35 hours per week. The term of service is eleven and a half months: September 1, 2017 through August 15, 2018. |
| **Immediate Supervisor Information:** | Nicole Effle, Youth Garden Program Manager  [nicole@communitycrops.org](mailto:nicole@communitycrops.org) or 402-474-9802 |
| **Location(s)** where service will be performed | Community Crops Office and the following school sites:  Dawes Middle School  Park Middle School  Prescott Elementary School  Arnold Elementary School |
| **Service Position Summary (Main Purpose of this Position):** | The member will be responsible for nutrition and garden educational plans, administering of lessons, and representing Community Crops at all youth events and fairs to expand education on obesity reduction into the community. Members have ongoing access to vulnerable youth populations, and will provide nutritional and garden educational sessions to youth. Members are required to attend all AmeriCorps national service events and projects. |
| **Essential Functions of Position:** | Members serve a minimum of 1,700 hours, or an average of 35 hours per week. The term of service is eleven and a half months: September 1, 2017 through August 15, 2018.  Members will work with youth participants and volunteers to maintain the garden at Dawes, Park, Arnold and Prescott Schools, by weeding, watering and providing general maintenance. They will plan lessons and activities on food and gardening topics that are suited for students in grades K-12, administer lessons and activities to youth at all schools on a weekly basis, coordinate with teachers, administrators, and Community Learning Center (CLC) staff as needed to plan activities and lessons, maintain youth program garden and cooking supplies, assist with tours and expansion of youth program to new school sites, organize volunteers to assist with maintenance of school garden sites, engage parents and residents, including developing pieces for the school newsletters, near schools to build a strong network of support for the gardens and promote youth gardens to local groups and individuals through presentations, booths and marketing information, to find new gardeners and develop new community partnerships that will support the Youth Garden Program.   1. **Performance Criteria** 2. Performance as a Youth Garden Education AmeriCorps Member  * Serve productively and effectively across service environments and adhere to program policies and procedures * Meet monthly service hour benchmarks * Demonstrate the ability to balance service activities * Implement all aspects of the position proficiently * Maintain electronic records accurately * Maintain paper records accurately * Submit monthly reports as requested  1. Teamwork with colleagues in the office, schools and other events  * Demonstrate professional behavior (aware of voice level, confidentiality, and constructive conversations) * Demonstrate the ability to be flexible and serve cooperatively * Demonstrate the ability to communicate effectively to resolve conflicts  1. Professional Conduct  * Maintain a professional appearance and wear the AmeriCorps logo daily (name tag) * Complete and submit weekly time sheets by Monday at 10:00am. |
| **Marginal Functions of Position:** | Members may be required to support school events, as long as these activities are within the AmeriCorps guidelines and do not take away time from the essential functions of the Member service position. Members may be required to perform other position-related instructions within the scope of their normal service activities, as requested by their Supervisor, in alignment with the terms and conditions of the AmeriCorps grant, and subject to reasonable accommodation. |
| **Principal Service Relationships:** | Conduct self in a professional, ethical manner, and respond appropriately in a courteous and respectful manner to all fellow Members, Crops staff, and school staff and students. |
| **Knowledge, Skills, and Abilities:** | Members should have experience gardening, especially with organic vegetable growing. They should have experience interacting with volunteers and youth, as well as experience volunteering. Members must be able to read and write proficiently in English and communicate effectively with all fellow members in both verbal and written correspondence. Members should possess basic computer skills and accurate record keeping abilities and be able to serve up to 35 hours per week and have a good driving record |
| **Academic, Training and Experience Qualifications:** | None |
| **Service Conditions:** | Members will serve outside in all weather conditions doing garden tasks, as well as inside schools and at the Community Crops office. Members will need to be flexible due to changing schedules based on school events or weather. |
| **Physical, Emotional, and Intellectual Demands:** | Physical demands will include performing tasks in office, school and garden settings, in varying weather conditions. Members must be able to lift objects weighing 30 pounds on an occasional basis. Emotional demands require that members interact well with all fellow members, and staff. Members must be able to maintain professionalism in an environment that includes varying perspectives and diverse personalities. Must have a strong commitment to volunteerism and community service. Intellectual demands require that members can creatively implement their position and balance multiple demands. |
| **Equipment Used:** | Office equipment and hand garden equipment, with occasional use of power tools possible after training. |
| **Special conditions of service**: | Must be a U.S. Citizen or be a permanent resident. Members have ongoing access to a vulnerable population (i.e., young children). Enrollment in the program is contingent on the results of a National Service Criminal History Check. Members must submit to a criminal background check that includes FBI fingerprinting and national record check, National Sex Offender Registry, and state criminal background check. |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AmeriCorps Member Signature Date Signed

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Director Signature Date Signed

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature Date Signed