



## Youth Programs Coordinator Job Description

Victory Garden Initiative is a non-profit organization in Milwaukee, WI that builds communities who grow their own food, creating a community-led, socially just, environmentally sustainable, nutritious food system for all!

**Job Title:** Youth Programs Coordinator

**Description:** Victory Garden Initiative seeks a creative, independent individual with leadership and gardening experience, and a demonstrated passion for youth empowerment and education, to oversee the YEP! Youth Education Program which includes After School Garden/Cooking Clubs, Summer AgriCorps camp, and Farm Field Trips.

Victory Garden Initiative is an Equal Opportunity Employer that recruits and hires qualified candidates without regard to race, religion, sex, sexual orientation, gender identity or expression, age, national origin, ancestry, citizenship, disability, or veteran status. Victory Garden Initiative values perspectives, voices, and insights from people of diverse backgrounds and is committed to building a culturally diverse staff. We strongly encourage applications from people of color, people with disabilities, LGBTQ candidates and others who are underrepresented in local food system work and are deeply connected with the Harambee Neighborhood and Milwaukee in general.

**Reports To:** Executive Director

**Schedule and Compensation:** Full-time, non-exempt starting May 10th or 17th, 2021 preferred. Salaried at \$32,640 with medical, dental, and vision benefits plus a generous time off package and 10 paid holidays. Work laptop provided. Access to seasonal produce from the farm.

General hours are Mon-Fri 9-5 with some evening and weekend hours for events and programs, depending on position. Staff are encouraged to flex their schedule to suit position responsibilities and personal needs. Covid Considerations: staff are able to either work in the office or from home for their non-program duties. The Youth Coordinator will, however, be expected to run in-person programming outdoors on our farm. We follow full social distancing and mask wearing policies.

### **Essential Duties:**

- Develop and improve youth curriculum that imparts Victory Garden Initiative's mission;
- Establish and strengthen partnerships with other organizations to create and host a holistic and impactful program for youth;
- Consider opportunities for advancement and expansion of youth programs;
- Evaluate and reports on program success and advancement;
- Guide education interns and volunteers;
- Represent Victory Garden Initiative in the community;
- Mentor young people towards the advancement of Victory Garden Initiative's mission;
- Take care of Youth Education Garden on farm and school gardens;

- Collaborate with Executive Director and Director of Operations & Development to manage program budget and perform marketing/outreach for programs;
- Assist Victory Garden Initiative staff with other duties as necessary, such as helping with other programs (Urban Farm, Blitz, Food Leader Certificate) and events (FarmRaiser, Annual Appeal).

### **Qualifications:**

First and foremost, the Youth Programs Coordinator is someone who is passionate about working with youth, believes that getting kids cooking and gardening is a vital part of a well-rounded education, and has a demonstrated interest in the mission of VGI; in creating more food security, protecting the environment, breaking down social injustice, and helping people connect with nutritious food. The ideal candidate will also possess some combination of the following qualifications:

- *At least 2 years* experience working with youth, preferably in a non-formal (i.e. nature centers, day cares, Montessori, nonprofit centers etc) and outdoor settings but with an understanding of public school structure;
- Some familiarity with gardening and cooking preferred;
- Demonstrated ability to creatively solve problems, *take initiative, work independently,* and think outside the box;
- Ability to build relationships with youth, families, and community members from diverse ethnic, cultural, and socio-economic backgrounds;
- Willingness to work outdoors in all weather conditions;
- Ability to lift 15 pounds and stand, stoop, kneel, and perform other general physical tasks as necessary to maintain a garden;
- Able to obtain First Aid/CPR certifications upon hire (training will be paid for by Victory Garden Initiative);
- Hiring is contingent on ability to pass a background check.

**Application Instructions:** Send a cover letter, resume, and references by **Friday, April 12th, 2021** to helpusgrow@victorygardeninitiative.org. Please put "Youth Programs Coordinator\_Application" in the subject line and preferably combine documents into 1 PDF document if possible.

### **Victory Garden Initiative**

Our farm and offices are located in the Harambee neighborhood of Milwaukee and most of our programs are within the Harambee/Riverwest neighborhoods.

Farmhouse: 249 E. Concordia Avenue, Milwaukee, WI 53212  
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[www.victorygardeninitiative.org](http://www.victorygardeninitiative.org) 414-431-0888