

Greenhouse Programs Coordinator

Position Summary:

Under the direction of the Director of Youth Development, the Greenhouse Program Coordinator is responsible for developing, managing, and sustaining the greenhouse and garden programs within the Youth Department. The Coordinator provides direct supervision of children in the Y's youth programs including, but not limited to Kids Club, Day Camp, and Child Watch. Creates positive, nurturing relationships with children and provides quality programs with experimental learning opportunities. Promotes and supports the potential of all youth in programs and facilitates peer-to-peer connections as part of the overall Y experience. Must also exhibit a team work attitude.

Qualifications:

- Must be a Cause-Driven Leader (focused on the mission and service to others)
- Must have experience working with youth ages 5-9 and be comfortable leading groups of kids in gardening and greenhouse activities.
- Must be able to communicate professionally and effectively verbally, in writing to include email and phone.
- Must be sensitive, adaptable, professional, and articulate when dealing with others.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Must have an ability to lead efforts that foster a sense of belonging among program and facility members.
- Must be able to work autonomously within the YMCA core values of Caring, Honesty, Respect and Responsibility.
- Ability to respond to safety and emergency situations.
- Must have excellent written and oral communication skills.
- Previous staff development and supervision experience.
- Ability to develop and monitor revenue and expense budgets.
- Demonstrated skills in planning, time management, flexibility, organization and independent work proficiency.
- Bachelor's degree in related field preferred or equivalent.
- Excellent personal computer skills and experience with standard business software.
- Ability to attend trainings and meetings as required even if scheduled outside normal working or regular scheduled hours.
- Teaching background preferred.

Essential Functions:

- Directly implements and provides Greenhouse and Garden programs and facility activities to meet the needs of the community and contribute to member retention.
- Works directly with youth and implements education programs in the greenhouse while also meeting core educational objectives.
- Participates in Youth Coordinator meetings, trainings and the Youth Leadership Team. Actively participate on the Bonni's Garden Task Force.
- Works closely with the Greenhouse Coordinator AmeriCorps VISTA as it relates to program curriculum, community educations and advancement of the Y's greenhouse.

- Supervises, develops and trains Greenhouse volunteers to ensure the appropriate management and safety of programs.
- Ensures that all staff members and volunteers have the tools, training, and resources needed to accomplish their objectives.
- Ensures outstanding member service and meets association standards while reinforcing the Y's core values.
- Develops and maintains collaborative relationships with community agencies in service delivery.
- Develops, manages and monitors the department operating budget to meet or exceed budget targets.
- Coordinates the marketing and distribution of Greenhouse and Garden programs.
- Actively participates in the Annual Campaign, Classic and any other campaigns, by helping to raise dollars towards the branch goal.
- Gardening and Greenhouse maintenance and cleaning.
- Event planning as needed in the garden.
- Work closely with other Program Coordinators and Program Directors with day to day operations.
- Other duties as assigned.

Work Conditions and Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to thrive in an environment with the unique challenges of a non-profit community service organization.
- Visual and auditory ability to respond to critical incidents and physical ability to act swiftly in emergency situations.
- Ability to work in a greenhouse environment.
- Ability to stand or sit while maintaining alertness for several hours at a time.
- Ability to walk, stand and sit for periods of time.
- Position may require bending, leaning, kneeling.
- Ability to speak concisely and effectively communicate needs.
- Must be able to lift and carry food and supplies weighing up to 25 pounds.
- While performing duties, the employee will be exposed to water, cool or very hot temperatures, and may be exposed to direct UV sunrays.
- Long periods of viewing data on a computer and/or on paper.

Benefits: Y membership, discount on Y programs

Employee

Supervisor