



Hunter Park GardenHouse

Educational Programs Coordinator

Established in 1999, Allen Neighborhood Center (ANC) is a hub for neighborhood revitalization and for activities that promote the health and well-being of residents and other stakeholders in the northeast quadrant of Lansing, MI. Signature projects include the Hunter Park GardenHouse, Allen Farmers Market, and the Outreach Office offering health enrollment and more, and Allen Market Place, a multi-functional food resource center and food hub. These programs have emerged from ANC's inclusive neighborhood forums, designed to address emerging issues, (e.g., food security and health access), and ensure the development of innovative, resident-driven strategies for community improvement.

The Hunter Park GardenHouse is project of Allen Neighborhood Center, a 501(c)(3) organization in Lansing, Michigan. The GardenHouse serves as a demonstration site and hub for year-round garden education. Neighbors volunteer to grow food, flowers, and community; and youth develop job and life skills in service to the neighborhood. Since 2008, the Hunter Park GardenHouse has empowered neighbors to grow, prepare, and eat healthy food to better their health and become more connected with the community. We are open 5 days a week, and offer a wide assortment of programs.

Allen Neighborhood Center is hiring for one Full-time Educational Programs Coordinator

This is a new position created to oversee and execute Educational Programming, both youth and adult, under the Hunter Park GardenHouse. We expect approximately 70% of time will be spent on Youth Programming, with remaining time spent coordinating adult and community education activities including an annual workshop series; educational events and signage in our free-to all community garden, Edible Park; organizational support to our Urban Gardener Certificate Program, etc.

Our two Youth Programs provide after school and summer programs. Take Root is a garden and nutrition education program for youth ages 5-10. Youth Service Corps (YSC) is a job and life skills training program focused on food availability for youth ages 11-17. YSC projects include:

- Garden-in-a-Box (2'x 2' garden boxes installed for neighbors to grow their own food).
- Edible Park (designated area of Hunter Park for neighbors to harvest herbs and fruit).
- Park Cart (create healthy food products in the Allen Market Place kitchen that are sold at the Allen Farmers Market, June-August).

Program Hours

- School Year (mid-September-May):
 - YSC: Monday & Wednesday 3pm-6pm
 - Take Root: Tuesday & Thursday 4pm-6pm
- Summer (mid-June-August) (Tentative)
 - YSC: Monday, Wednesday, Friday 9:30am-12:30pm & Wednesday 2pm-7:30pm
 - Take Root: Tuesday & Thursday 9:30am-12:30pm
- Adult Workshops are traditionally Saturday mornings January-May, but timing is flexible.
- Office hours are flexible between normal business hours M-F, 9am-5pm. Occasional weekend hours to be expected.

Educational Programs Coordinator Activities

- Collaborate with staff and outside partners to develop, promote, and facilitate youth programs.
- Create lessons on gardening, nutrition, and community service; plan field trips, create recipes.
- Plan and facilitate youth-led food access community service projects based on needs of grant, neighborhood, and agency.
- Coordinate, supervise, track attendance, and communicate schedules and plans with youth participants, their parents, interns and volunteers.
- Plan, coordinate, and execute annual series of 10-15 two hour community workshops on gardening-related topics.
- Provide logistical support, including planning, outreach, and records management of multi-week, adult gardening class, our Urban Gardening Certificate Program (taught by GardenHouse Director).
- Coordinate other educational efforts, such as signage and web content, as time and resources allow.
- Track program effectiveness through surveys, participation logs, and journals.
- Grant writing & fund development to support programmatic activities.
- Promote programs by creating outreach materials and scheduling outreach meetings.
- Coordinate with other GardenHouse team members, including staff, Americorps members, interns, and volunteers.
- Provide instruction/mentoring to program interns and volunteers.

Minimum Qualifications

- High school degree or GED certificate
- Minimum of 18 year of age, US citizen or permanent resident status
- Desire and ability to engage with a diverse group of youth and adults of all ages and backgrounds, particularly those living in low-income distressed neighborhoods
- Ability to function independently and in a team environment
- Knowledge and experience in gardening and nutrition education
- Computer and organizational skills
- Excellent written and oral communication skills
- Regular access to a vehicle for transporting program supplies

Compensation Package – full time

Hourly wage commensurate with experience plus modest benefits, including health insurance, 3% employer match into retirement account and vacation & sick time.

Please send resume and cover letter by Friday, September 17 to:

Egypt Krohn
egyptk@allenneighborhoodcenter.org
Allen Neighborhood Center
1611 E Kalamazoo
Lansing, MI 48912

Interviews will take place the week of September 20 with selection made by Friday, September 24. Expectation is that our new staff person will start on October 4. Thank you for your interest!