



## SPEC School Gardens Program Coordinator

<b>Job Title:</b>	SPEC School Gardens Program Coordinator
<b>Hours per month:</b>	100 monthly hours on average. The workload varies throughout the year with more hours expected between Mid-September and Mid-November, and between February and June.
<b>Pay per hour:</b>	\$20 to \$25 depending on experience.
<b>Contract Duration:</b>	May 15, 2019 – May 14, 2020 with a 3-month trial period. Annual renewal dependent on funding.
<b>Work Location:</b>	Schools in the City of Vancouver and some other municipalities in the Lower Mainland

**SPEC is looking to hire a person in the role of School Gardens Program Coordinator. This position is in charge of running the School Gardens Program that currently delivers garden lessons in over 10 schools in Vancouver as well as consultations and advice to teachers and schools on starting or enhancing school gardens. The position also requires grant writing to ensure the financial sustainability of the program.**

### **Background**

Founded in 1969, The Society Promoting Environmental Conservation (SPEC) is a non-profit charitable organization that provides practical solutions for urban sustainability. Areas of work include local food security, zero waste, renewable energy and protection of local land and water resources. Visit the website at [www.spec.bc.ca](http://www.spec.bc.ca) for more information on SPEC's programs and initiatives.

### **SPEC's Food Committee**

SPEC's Food Committee runs a number of projects ranging from working in school gardens, teaching adults about urban agriculture and supporting farmers in adapting to climate change and supporting ecosystems services on farmland. The committee is formed by board members, staff and volunteers that meet monthly for general committee work and more frequently for project specific work.

### **School Gardens Program**

SPEC's School Gardens Program improves education experiences for students K to grade 12 and professional growth for teachers by coordinating a hands-on food garden project on school grounds. Experienced facilitators assist schools in the implementation and maintenance of an organic vegetable garden while facilitating lessons both outdoors and in the classroom. These lessons teach primarily science, health and environment concepts while fostering student citizenship by connecting students to their community and beyond. The Program partners with outside organizations, businesses, other schools and community members to build and maintain their food gardens.

### **Job Description & Responsibilities**

- Coordinate the School Gardens Program, working with school teachers to meet teacher needs, supporting the planting of, and the learning associated with, the organic food gardens through lessons, meetings and planning support



- Work with the Vancouver School Board to support the involvement of schools and teachers in school garden programming
- Deliver lessons at participating schools and help develop curriculum when required
- Keep a record of lessons delivered and number of participating students as well as other relevant metrics
- Supervise volunteers and interns
- Participate in strategy and vision development for the program
- Participate in monthly SPEC Food Committee meetings
- Participate in Vancouver School Food Network meetings
- Seek and apply for grants to continue funding for the program with support from the Executive Director
- Schedule lessons and correspond with teachers and school administrators
- Coordinate required supplies, tools, and resources for school gardens
- Provide consultations to teachers and administration for starting up and continuing their school gardens
- Report back to the Executive Director and the Food Committee

### **Qualifications**

- Intermediate gardening skills required - advanced organic gardening skills are preferable.
- Fluent in English
- Experience teaching young children as well as youth
- Passionate and outgoing
- Comfortable working under minimal supervision
- Enjoys working on a wide range of tasks and is able to improve working procedures
- Self-motivated, highly adaptable and organized
- Public speaking or workshop design and delivery experience
- Strong interest in environmental issues, urban sustainability and food security
- Excellent people skills; ability to communicate with diplomacy and tact as a representative of SPEC
- Experience and skills managing volunteers
- Able to accommodate a fairly flexible schedule
- Vehicle to move from school to school sometimes carrying gardening and lessons materials (car, bike with trailer or access to a car share program)
- Owning a laptop is an asset
- Strong problem solver
- Strong time manager
- Experience in program coordination

### **Other desirable qualifications**

- Marketing and Communication/Social Media skills
- Project management skills (planning, budgeting, coordinating)
- Fluent in French or Mandarin

Please forward your resume and cover letter quoting “**School Gardens Coordinator**” in the subject line by **May 5, 2019** to [admin@spec.bc.ca](mailto:admin@spec.bc.ca)

*We thank all applicants for their interest in this position, however only those shortlisted will be contacted.*