

Job Title: Keshet Community Garden Manager
Department: Community Engagement
Reports To: Jewish Life and Learning Professional

FLSA Status: Non-Exempt
Prepared Date: October 2017

All employees are expected to represent the J's Vision, Mission, and Values while conducting their job duties:

Vision: The Stroum Jewish Community Center will inspire connections that build community and ensure Jewish continuity. Mission: Together we celebrate outstanding programs, partnerships, and spaces that welcome everyone to learn, grow, and celebrate Jewish life and culture. Values: K'lal Yisrael (Jewish Peoplehood), Hachnasat Orchim (Welcoming Everyone), Limud (Learning), Simcha (Joy), Derech Eretz (Respect and Common Courtesy), Shmirat haNefesh v'haGuf (Taking Care of Oneself, Body and Soul), Kehillah shel Chaverim (A Community of Friends).

Position Summary:

The Keshet Community Garden Manager is responsible for managing the Keshet Garden, as well as creating meaningful opportunities and programs for people to connect to the garden, to one another and the SJCC.

Essential Duties and Responsibilities:

- Facilitate regular meetings for the Keshet Garden Advisory Committee to fulfill the vision and map to the SJCC's Strategic Plan, as well as provide updates about structural and maintenance considerations, partnerships, events and calendaring.
- Facilitate ongoing communication with gardeners to share lessons, best practices, garden observations (animal life, safety, seasonal growing tips, etc.).
- Nurture an effective garden culture.
- Offer consultation to garden users: staff, p-patchers, volunteers, and visitors.
- Work in collaboration with the SJCC's Jewish Life and Learning Professional as well as the TZEVEET (programming) team to collaborate on creating programs, events and educational experiences in the garden. Ensure these programs meet the SJCC's mission and map to the SJCC's values, ensuring we reach a wide cross-section of the community as defined in the strategic plan. Ensure excellence in content and implementation and ensure initiatives/programs include relevant, engaging Jewish content. Ensure programmatic opportunities are also provided for participants enrolled in SJCC programs (ECS, Kidstown, Camp and Fitness).
- Explore, develop, and continue to build partnerships to create innovative, relevant program opportunities with key community partners.
- Develop a garden planting and maintenance plan; plan garden layout and purchase plants and tools within budget.
- Oversee installation and maintenance of garden features, such as composting, teaching beds, etc.
- Oversee volunteer program and serve as the lead for the p-patch program.
- Track metrics for all programs.
- Perform work on weekends and evenings as needed to meet applicable deadlines.
- Other duties as assigned.

Supervisory Responsibilities:

This position supervises volunteers and contract program staff. Responsibilities include: planning, assigning, and directing work; addressing complaints and resolving problems.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience:

Level 5: Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Previous experience and/or current skills must include: exceptional organizational and communication skills; ability to manage multiple projects simultaneously; must enjoy working with youth, teens, and adults; excellent customer service skills; demonstrated ability to work effectively, both independently and as part of a team.

Computer Skills:

Working knowledge of Microsoft Word, Excel, Outlook, and Powerpoint is required.

Certificates and Licenses:

No specific certificates or licenses required.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands and Work Environment:

The information described below represents the physical activities and surroundings one may encounter when performing the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: To perform the job, the employee is frequently required to talk and hear on the telephone and in person with individuals and groups. The employee is frequently required to stand, walk, and sit. The incumbent may occasionally be required to carry materials weighing up to 25 pounds. When working in the garden, the employee will be required to use hands to finger, handle, or feel, and may occasionally be required to stoop, kneel, crouch, or crawl.

Environmental Conditions: The work is typically performed in an office environment, with a moderate noise level. When working in the garden, the work will be performed outdoors where weather conditions may vary, and the employee may be exposed to allergens. Travel to other areas of the facility may be required, where the noise level is moderate to loud and environmental conditions may include slippery surfaces, crowded areas, or working with garden tools.