Alice Aycock Poe Center for Health Education

Job Description

Position: **Assistant Garden Specialist**

Reports To: **Lead Garden Specialist**

Interested parties should send a resume and cover letter to Kathleen Armstrong at k.armstrong@poehealth.org

Position Summary:
The Poe Center Health Educators deliver consistent, high quality health education to children PreK-12 and their families. The Poe Center offers curriculum for five broad health education topics: general health, family life, dental health, drug education, bullying prevention and nutrition/physical activity.

In conjunction with the Lead Garden Specialist, the Assistant Garden Specialist will partner with child care centers to help the centers maintain gardens and incorporate the gardens into the school activities and curriculum. The Assistant Garden Specialist aids in the development and delivery of comprehensive evaluation of learning, behavior change and results for all interventions. S/he provides initiative in maintaining and expanding Poe Center garden production and program capacity. The Assistant Garden Specialist is responsible for delivering instructional programs at the Poe Center and offsite, including teacher training and community outreach events such as Dig In. S/he will be responsible for development and maintenance of resource materials. The Assistant Garden Specialist will assist with grant writing to support gardening programming.

The position will average 20 hours per week.

Major Duties and Responsibilities:

Approximately 20% Preschool garden outreach and assistance

- Consults with SNAP Ed eligible child care centers to assist with establishing or expanding gardens and incorporating gardens into center programs.
- Delivers SNAP-Ed garden programming to eligible child care centers, schools and community groups.
- Assists with the development and evaluation of curriculum, instructional methods and supplemental materials regarding gardening. Aligns lessons with common core standards.
- Consults with partner organizations involving garden and health education, such as the Farm to Childcare program through NCSU.

Approximately 55% Poe Garden

- Plans, maintains and supports improvements in the Poe Center garden. Manages the garden, plans and prepares for work activities, manages planting schedule, ensures availability of necessary materials.
- Assists with the development and evaluation of new and existing curriculum, instructional methods and supplemental materials regarding gardening. Aligns lessons with common core standards.
- Research, develop and as necessary purchase supplemental materials for program implementation.
- Lead students' hands-on experiences in the garden.
- Seek out and contribute to proposal writing for grants requiring garden education components.

Approximately 25% General Poe duties

- Perform other duties and responsibilities as assigned by the Nutrition Program Manager.
- Promote the mission and goals of the Poe Center through outreach efforts in the community and during on-site tours and program promotions.
- Be responsive to the needs of other staff and Board volunteers as time and expertise allows.

Knowledge, Skills and Abilities:

- A thorough understanding and mastery of the principles of education. (learner centered, experiential, popular education)
- Experience in curriculum design and development, education.
- Facilitation or teaching experience with youth.
- Knowledge and skills in organic gardening methods.
- Knowledge of topics such as urban gardening, health and nutrition, food access, and food systems.
- Ability to make independent decisions and manage various responsibilities with minimal supervision.
- Ability to develop clear, concise program goals, objectives, work plans and reports.
- Ability to work effectively as a team member in a diverse workplace.

Qualification Requirements:

- Bachelor's degree required. Preference given to degrees in Science, such as Horticulture, Health/Prevention Education, Landscape Architecture or Agriculture.
- Minimum of two years of practical education/teaching experience in learner centered training environments.
- Demonstrated understanding of the principles of prevention best practices, health education, experiential learning techniques and the art of teaching.
- Demonstrated experience in program implementation and evaluation.
- Strong commitment to the Poe Center's mission.
- Demonstrated excellence in written, oral and interpersonal communication skills.
- Excellent presentation and facilitation skills.
- Ability to relate to students (Pre K - 12 and adult)
- Willingness to be flexible and adapt as needed.
- Ability and willingness to see where help is needed and to be part of the Poe team.
- Proficiency in use of educational and office technologies, including, but not limited to Microsoft Word, PowerPoint and Excel.