Youth Education Manager

Organization and Program Description:
Wasatch Community Gardens (WCG) is a community-based, nonprofit organization dedicated to empowering people to grow and eat healthy, organic, local food. Since 1989, we have provided children, adults, and families in Salt Lake County with access to land and education for growing and eating fresh produce, while building and nurturing community connections through gardening and healthy food. We accomplish this through five main programs: Community Garden, Community Education, Youth and School Gardens, Job Training, and Volunteers.

Overview:
The Youth Education Manager reports to the Youth & School Program Director and coordinates all on-site youth programming including field trips, summer camps, Youth Garden Club, and high school interns. This position also assists in supervising Youth Educators and works with community partners. The Youth Education Manager will collaborate with the Youth & School Garden Program team in carrying out all job duties and responsibilities. The Youth & School Garden Program Director and the WCG organization support the Youth Education Manager in all aspects of their role.

Primary Responsibilities
Education Program Management and Direct Teaching – 60%
- Coordinate and oversee Summer Camps, Field Trips, and Group Visits
- Coordinate and facilitate Youth Garden Club
- Work with Youth Educators to develop curriculum for garden-based classes and camps
- Work with partner organizations, community groups, and service-learning groups on garden and education projects
- Provide a safe, inclusive, and engaging environment for diverse youth participants
- Document outcomes and review effectiveness of Summer Camps, Field Trips, Group Visits and Youth Garden Club programming

Supervise Youth Educators and High School Interns – 15%
- Supervise Youth Educators in program facilitation
- Coordinate, onboard, schedule and supervise High School Interns
- Assist in hiring and onboarding .85 FTE Youth Educator
- Meet regularly with Youth Educators/interns
- Provide professional development training/opportunities
- Assign tasks and ensure that they are completed in a timely manner

Gardening – 5%
- Assist Campus Site Manager with planning/maintaining teaching gardens as outdoor classrooms that are safe, fun, and welcoming
- Assist in maintaining teaching gardens using sustainable and organic practices

School Garden Program Support – 5%
- Assist with Family Garden Gatherings, school garden coordination, and Sabores de Mi Patria programming as needed
- Facilitate and lead garden volunteer groups, garden crews, and staff workdays

Additional Responsibilities – 15%
- Participate in staff meetings, work days, and trainings
- Collaborate with other WCG programs and departments
- Promote WCG values in all youth programs
- Participate in continuing education opportunities related to agriculture, education, and community engagement
- Participate in WCG events and general staff responsibilities
- Take on other program-related duties as needed

**Required Qualifications:**
- Demonstrated experience working with youth ages 5-18 years old, particularly in an outdoor setting
- Demonstrated experience in organic gardening/farming OR strong desire to learn
- Organized, motivated, and able to work independently and as part of a group
- Knowledge of food safety, nutrition, and basic cooking skills
- Strong leadership skills
- Excellent communication skills
- Positive and flexible attitude, ability to solve problems creatively
- Desire to work outdoors in all weather conditions
- Ability to lift and move 50 pounds, stand for extended periods of time, walk 2 miles

**Preferred Qualifications:**
- Bachelor’s degree in agriculture, environmental studies, biology, education, or related field
- Ability to speak, read, and write in both English and Spanish
- Experience with tools used in basic carpentry, landscaping, and garden work
- Experience with volunteer management and staff supervision
- Familiarity with local resources in Salt Lake City (gardening, community, and environmental)
- Valid drivers’ license
- Proficiency in Microsoft Office Suite and Google applications or willingness to learn
- Experience following food safety protocols or willingness to learn

**Hours:**
This position is full-time but the schedule varies throughout the season. Typical schedule is 40 hours/week, Monday-Friday 9:00am-3:00pm, with some evenings and weekends required.

**Salary and Benefits:**
Compensation will be commensurate with qualifications and experience with a hiring range of $40,000-$43,400 and a salary growth range of $40,000-$50,000. Includes health insurance, 401K, paid holidays, sick and vacation leave, and access to garden produce.

**To Apply:**
Please email the following materials to openings@wasatchgardens.org:
- Resume
- Names, titles, and phone numbers of three professional references
- Short response (one page total) to the following items:
  1. Why are you interested in this position?
  2. What strengths will you bring to our team and this position?

Please put “Youth Education Manager” in the subject line. Applications will be accepted until 5pm, Monday, January 8, 2024. **Applications without references and responses to the questions above will not be considered.**

People of color, people with disabilities, veterans, and LGBTQ candidates are strongly encouraged to apply. Wasatch Community Gardens is committed to providing equal employment opportunities for all employees and applicants for employment based on individual qualifications and without regard to race, religion, gender, age, national origin, mental or physical disabilities, sexual orientation, or any other similarly protected status. It is our policy to comply with all applicable laws governing employment practices and not to discriminate on the basis of any unlawful criteria. WCG values the diverse backgrounds of its employees and works to create an open atmosphere of trust, honesty, and respect. WCG is an equal opportunity employer and does not discriminate in its employment decisions.