



Position Description: Garden Assistant/Cowlitz AmeriCorps Member 2016-2017

1. Facilitate hands-on learning for children in multiple gardens. Garden Assistant will lead groups of elementary and middle school students in a wide variety of garden activities. Planting seeds, turning compost, propagation, watering, fertilizing, transplanting, harvesting, preparing soil, mulching, planting fruit trees and berry bushes, saving seeds, general garden maintenance. Transport supplies to and from school site.
2. Teach garden related lessons tied to Common Core standards: examining worms and other garden creatures under microscopes, testing soil, identifying parts of plants, plant families, as well as lessons on pollination, propagation, and natural history. Transport supplies to and from school site.
3. Teach hands-on healthy cooking lessons to groups of students. Garden Assistant will cook with students K-8 in outdoor kitchen (camp-type kitchen) environments as well as a few Home Ec classrooms where available. Students will learn basic cooking skills and prepare dishes using ingredients fresh from the garden. Examples: kale smoothies, grilled asparagus, fresh salsa, roasted root vegetables, soup, lettuce wraps, salad, salad dressing, pizza. Garden Assistant will plan activities, set up tables and equipment, set up hand washing station, procure ingredients, give hands-on instruction, clean up, wash dishes.
4. Garden Assistant will have a \$100 petty cash account and will occasionally be asked to procure a variety of supplies: postage stamps, program supplies, seeds, fertilizer, groceries for cooking lessons, and art supplies.
5. Lead art and craft activities in the garden: drying flowers, painting garden signs, making bookmarks, grape vine wreaths, sewing, seed art. Will plan activities, set up craft station, provide specific instruction to students, clean up.
6. In all these activities, Garden Assistant will act as volunteer coordinator – recruiting, training, guiding, instructing, and maintaining contact through phone, email, and social media. Member will lead volunteers in working with groups of students as well as adult work parties.
7. Help promote Lower Columbia School Gardens to the community. Will help plan, set up, run, and tear down info tables at wide variety of community events such as Earth Day, Hispanic Health and Resource Fair, PeaceHealth Employee Wellness Fair, Go Fourth, LCC STEM Fest,

and Community Report Card event. May be asked to give presentations to service organizations and PTO groups.

8. Garden Assistant will maintain frequent contact with Director, Garden Coordinator(s), teachers, parents, and other volunteers through email, text, phone, and social media. Will be asked to check and respond to email messages at least 2 times per day.
9. Create and send invitations to events such as volunteer appreciation teas and fundraising dinners. Will create and send thank-you postcards and posters (involving students in the process) to donors. Will use the online contact management database Salesforce to record and track donations received and thank-yous sent. Will create, install, and maintain displays in school foyers promoting school gardens.
10. Create brochures and other marketing materials for distribution at tabling events, outreach, and training.
11. Collaborate in creation of planting guides, lesson plans, garden task lists and other materials to be used in the training and guiding of LCSG volunteers.
12. Receive and record in database student garden registration forms. Will create weekly sign-in sheets for after school garden clubs.
13. Perform general garden maintenance tasks – water, weed, mulch, haul soil & debris, spread leaves and manure, turn compost, clean and organize garden sheds and greenhouses, build trellises.
14. Assist in construction of new garden infrastructure: concrete footings, drainage pipes, water line, retaining walls, tool sheds, fences, trellises.
15. Participate in researching and writing grants and making donation requests for program supplies. *Note: this qualifies as fundraising and will not exceed 10% of total hours.*
16. Note: as a member of the Cowlitz AmeriCorps Team, participant will attend trainings, participate in service projects, weekly meetings and other team activities. For more information about AmeriCorps:
 - Call (360)577-5859
 - Stop by the Life Works building at 906 New York St. in Longview

Requirements:

- U.S. Citizen, U.S. National, or lawful permanent resident alien of the U.S.
- At least 17 years of age; there is no upper age limit
- Able to lift 40 pounds, perform physical work for multiple hours in variety of weather conditions.
- High school diploma or equivalent
- Pass National Sex Offender Registry check, Washington State Background check, FBI background check
- It takes a unique person to dedicate nearly a year of their lives to service. We appreciate those who bring a can-do attitude, a sense of humor, a zest for learning, and enthusiasm! Must be willing to work with a diverse team and be committed to the idea and practice of service as a way to improve yourself and the lives of others. Self-discipline and motivation are central to success.