



**Power of We Consortium AmeriCorps State Program
Summer Position Description**

Position Title:	Garden Project Resources Coordinator	Category:	AmeriCorps Service Member
Host Site:	Greater Lansing Food Bank- Garden Project	Site Supervisor:	Julie Lehman
Stipend:	\$3,200	Position Type:	Quarter time, 450 hours
HR Contact:	AmeriCorps Program Manager	Dates of Service:	April 3 rd – August 31 st , 2018

Position Description

Organization Information:

The Garden Project, a 30+ year program of the Greater Lansing Food Bank (GLFB), provides access to land, how-to education, free seeds and plants, tool lending, a networking hub and more, so that all community members can have access to fresh, healthy food through gardening opportunities. For more information, visit www.greaterlansingfoodbank.org

Role and Responsibilities:

The Garden Project Resources Coordinator will perform a variety of duties to expand and enrich Garden Project services, especially to underserved populations, through resource distribution and improving access to healthy foods. Service will include leading volunteers at the Garden Project Resource Center and Hill Center Greenhouse, offering gardening advice and aiding in plant, seed, and tool distribution. The Resources Coordinator will organize, schedule and lead garden volunteers at the Garden Project Demonstration Garden and local community gardens, providing coordination, general garden maintenance and educational opportunities.

Minimum Qualification:

- Be at least 17 years of age. Minors must have guardian permission. Applicants must have HS diploma, GED or working toward the completion of one.
- U.S. citizen, U.S. national or lawful permanent resident of the U.S.
- Pass the following checks: State of Michigan, DHS Central Registry Clearance, FBI Fingerprinting, and State & National Sex Offender Registry
- Valid Michigan driver’s license.
- The ability to lift up to 40+ pounds.
- The ability and willingness to work outdoors in all weather conditions. Some evenings and weekends required.
- Excellent communication skills, flexibility, well organized, with the ability to finish projects started.
- Completely trustworthy with the ability to serve independently with adequate guidance.

Preferred Skills:

- Good general or technical knowledge of gardening or farming.
- Background and interest in interacting with all types of people, including low-income, historically under-served, minority and refugee populations.
- Computer proficiency, specifically with Microsoft Office Suite.
- Interest in building a healthier food system, nutrition education and community development.
- Organized and efficient with time and schedule.
- Willingness and interest in working with all types of people while modeling patience, kindness, flexibility, respect and maintain privacy to those we are assisting in the community.

Compensation:

Members will receive a living allowance of \$3,200 distributed bi-weekly from April 3rd-August 31st, 2018 and receive student loan forbearance for qualified loans. Upon successful completion of service an education award in the amount of \$1,538.36 will be issued. Members will serve 20-25 hours/week. All interested candidates must submit a cover letter and resume to Power of We Consortium AmeriCorps Program Director, Andrea Villanueva at avillanueva@ingham.org no later than **February 23rd by 5pm.**