



Resource Center Coordinator

Program and Position Overview

Founded in 1981, the **Greater Lansing Food Bank (GLFB)** is a highly visible non-profit organization that provides emergency food to individuals and families in need in Ingham, Eaton, Clinton, Shiawassee, Clare, Isabella and Gratiot counties. **The Garden Project**, a 30+ year program of the GLFB, provides access to land, garden 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. Garden Project pushes beyond the immediate demands of emergency food assistance to create greater community food security and self-reliance by empowering groups and individuals to grow their own food and prevent hunger. For more information, visit www.greaterlansingfoodbank.org.

The Garden Project (GP) is seeking a **Resource Center Coordinator** for a four-month period, to be responsible for the week to week activities of the Garden Project Resource Center (RC). The **Resource Center Coordinator** will provide coordination and oversight to RC volunteers and interns and will serve over 1,700 RC visitors at 2-4 shifts per week. The **Resource Center Coordinator** will work closely with GP staff on coordinating the distribution of resources to low-income home and community gardeners, including seeds, plants, tools, canning supplies and garden advice.

The ideal candidate must be trustworthy, timely, and a strong communicator with evident and respectful people skills. Flexibility of schedule due to seasonal and volunteer-related needs is a must, as is the ability and desire to help engage and empower community members. The **Resource Center Coordinator** will work to expand gardeners' capacity to grow for - and feed - each other.

Duties and Responsibilities

- Lead scheduling, staffing, and resource coordination at the GP Resource Center in Foster Park. Must be available Tuesday and Thursday evenings, Wednesday mornings and the following Saturdays; May 19th, June 2nd and June 9th.
- Foster a welcoming and supportive environment for volunteers and clients to interact in a positive and respectful manner. Lead RC shift set up, clean up and project flow.
- Transport, organize, water and maintain flats of seedlings from the GP greenhouse and local nurseries.
- Lead projects with groups of volunteers and interns in the GP Demonstration Garden. Ensure they are supported and working safely.
- Coordinate the filling of water tanks for community gardens adjacent to the Resource Center.

Minimum Qualifications

- Some gardening/horticultural knowledge and ability to share helpful garden practices with others is preferred.
- Excellent communication skills, with the ability negotiate conflict and create constructive, positive working relationships among gardeners, volunteers and staff.
- Ability and patience to interact with individuals from diverse cultural, socio-economic, and ethnic backgrounds with respect, comfort, and sensitivity.
- Computer skills in Microsoft Excel, Word and electronic communication.
- Strong organizational skills, internal motivation and a self-starter with excellent follow through.
- Ability to work in an outdoor garden setting, dig, bend and use hand tools. Can lift and move up to 40 pounds with reasonable accommodations.
- Must have valid driver's license and reliable transportation.
- Flexible schedule with availability on Wednesday mornings and Tuesday and Thursday evenings. Some Saturdays, though minimal, are expected.
- Due to the seasonal nature of the work, the Resource Center Coordinator should expect to work more hours during late May and June (25 hours/week) and fewer (15/week) during April and July.

Compensation

This is a temporary, part-time, position, averaging 20 hours a week to run from **April 2 – July 27, 2018** with a competitive hourly wage.

How to Apply

Please send cover letter and resume to julie@glfoodbank.org with *RC Coordinator* in the subject line. Preference for .pdf files. In-person drop off is also permitted at 919 Filley St., Lansing, M-F from 8:30-4:30. Pertinent questions or clarifications welcomed.

Start date of April 2, 2018, with some flexibility. Applications are accepted on a rolling basis. Position open until filled.