

# Job Title: Garden Program Coordinator

## Background:

Under One Roof is a community hub that aims to build a sense of Wellness, Community, and Purpose for people in Squamish. It's more than just supportive housing, it's a community food hub, a volunteer hub, a wellness hub and a central access point for supports and services.

UOR gives us a shared and centralized location from which to provide all our food services to the community. We will no longer be scattered throughout the community.

Our focus is on building capacity and creating vibrant centre for all. Under One Roof. We want to create a safe and dignified grocery-store shopping experience for all, and de-stigmatize accessible food distribution. Everyone has the right to healthy food.

Squamish Helping Hands and the Squamish Food Bank Society operate a collaborative, low-waste food hub in an inclusive, socially just and caring environment. Activities are intended for the bounty and good of all. The food hub is a place where people, food and partners are valued:

- Food is recovered, repurposed and shared;
- People are engaged and encouraged to build personal capacity and independence; and
- Partnerships are based on trust, open communication and reciprocity.

## Job Summary:

The Garden Program Coordinator is responsible for planning and overseeing all aspects of the Squamish Food Hub Garden Program and maintaining the landscaping at Under One Roof. The Garden Program objectives include facilitating engagement with participants and community members, educating folks on growing food and healthy eating, and providing therapeutic experiences for our participants. The Garden Program Coordinator works collaboratively with managers, outreach staff, volunteers, participants, and community partners. This individual works in accordance with the mission, values and philosophy of the Squamish Helping Hands Society, Under One Roof, and the Squamish Food Bank, and reports to the Operations and Enterprise Manager.

## General Duties

1. Participates as a team member, follows employee guidelines, policies and procedures and communicates effectively with participants, volunteers, and staff.
2. Attends meetings and required training.
3. Contributes to a positive, supportive and rewarding participant-focused program aimed at improving mental and physical wellbeing

4. Works with team to establish strategic partnerships with community groups and businesses in order to co-ordinate, improve and expand upon our existing food programs and landscaping gardens.
5. Collaborates with management to develop and implement project initiatives involving gardening, landscaping, nutrition and cooking classes available to low-income members of our community.
6. Develops, records and maintains stats and data that reflect the program's markers of success. Participates in the development and completion of an evaluation plan.
7. Support participants with referrals, donated goods, community information, and support services.
8. Maintains confidentiality of participants, volunteers and staff.
9. Develops and maintains positive relationships with participants of varying demographics (ie age, socio-economic, addiction, mental health) through health, nutrition and nature.
10. Performs other related duties as assigned.

## Specific Responsibilities

1. Oversees the day-to-day operation of the program by ensuring that the necessary facilities and equipment are in place, program guidelines and policies are adhered to, and program and safety standards are met.
2. Creating a program plan that includes plans for planting; procurement of seeds, plants and supplies; maintaining garden beds at our various locations, community partnerships, and harvesting.
3. Works alongside participants one-to-one or in a group setting in maintaining the garden beds at our various locations with the goal of producing fresh healthy food for the shelter and Market, providing learning and healing opportunities and creating a sense of community.
4. Trains, schedules, coordinates, supervises, and mentors program volunteers, who support in program facilitation and garden maintenance duties.
5. Makes recommendation to the supervisor regarding program development, policy and procedure formulation and program evaluation.
6. Promotes public awareness of and support for the program by performing duties such as producing promotional materials and attending community events
7. Monitors and authorizes program expenditures and maintains financial records in accordance to established procedures. Provides input to the supervisor in the preparation of the program budget.

## Education, Training and Experience:

- Experience and knowledge of gardening and growing food
- Experience (professional preferred) facilitating educational and/or therapeutic programming in an outdoor setting
- One (1) year recent related experience
- Level 1 First Aid Certification
- Foodsafe Certification
- Class 5 Driver's License

- An equivalent combination of education, training and experience may be considered.
- Crisis Intervention Skills training, Conflict Resolution training an asset
- Minimum of two (2) years' sobriety if having recovered from alcohol and/or drug issues.

## Skills and Abilities

- Demonstrated ability to work independently and within a team environment.
- Demonstrated ability to use judgement
- Demonstrated ability to communicate effectively both verbally and in writing.
- Demonstrated physical/ mental ability to perform the duties of the job. This job involves physical activities such as bending and lifting.
- Demonstrated ability to operate related equipment.
- Demonstrated suitability to work with challenging behaviours in a dynamic environment.
- Demonstrated ability to be open-minded and non-judgmental.
- Demonstrated ability to organize work.
- Demonstrated ability to take direction from others.
- Demonstrated ability to understand and maintain client/ worker boundaries.
- Demonstrated ability to work with others effectively.

This position is a seasonal position that runs from April through October, offers approximately 20 hrs/week and a flexible schedule.

### **JOB CLASSIFICATION:**

Program Coordinator 1

**Grid Level:** 12 - \$24.48

BCGEU membership required

To apply, please send a resume and cover letter to [info@shhs.ca](mailto:info@shhs.ca)