



37930 Third Avenue, PO Box 994, Squamish, BC V8B 0A7
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Job Title: Garden Program Coordinator

Job Summary:

The Garden Program Coordinator is responsible for all aspects of the Squamish Helping Hands Society's Garden Program, from planning garden beds through to harvest and fall wrap up. The Garden Program objectives include providing healthy food for our shelter, 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 and reports to the program managers.

Duties

1. Participates as a team member, follows employee guidelines, policies and procedures and communicates effectively with clients, 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 coordinate, improve and expand upon our existing food rescue program
5. Collaborates with management to develop and implement project initiatives involving gardening, nutrition and cooking classes available to low income members of our community
6. 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.
7. Develops, records and maintains stats and data that reflect the program's markers of success.
8. Works alongside participants one-to-one or in a group setting in maintaining the garden beds at Home Instead, the shelter, the community garden, and school plots with the goal of producing fresh healthy food for the shelter, providing learning and healing opportunities and creating a sense of community.
9. Support participants with referrals, donated goods, community information, and shelter services.
10. Maintains confidentiality of participants, volunteers and staff.
11. Develops and maintains positive relationships with participants of varying demographics (ie age, socio-economic, addiction, mental health) through health, nutrition and nature.

12. Recruits trains, coordinates, and mentors program volunteers.
13. Performs other related duties as assigned.

Education, Training and Experience:

Experience and knowledge of gardening and growing food

Diploma in a related human / social service field is an asset

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.

Class 5 Driver's License

Skills and Abilities

- Demonstrated ability to work independently and within a team environment.
- Demonstrated ability to communicate effectively both verbally and in writing.
- Demonstrated physical/ mental ability to perform the duties of the job.
- Demonstrated ability to operate related equipment.
- Demonstrated suitability to work with disadvantage and challenging adults in a diverse 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 runs from April through October, offers approximately 16 hrs/week and a flexible schedule.

JOB CLASSIFICATION:

Transition House Worker

Grid Level:

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BCGEU membership required