

## **JOB DESCRIPTION**



### **GREAT GARDEN ADVENTURE PROGRAM COORDINATOR**

#### **Role Description:**

The Great Garden Adventure (GGA) Program Coordinator will assist in the development and implementation of variety of children's gardening programs. The successful applicant must be 15-30 years old and a full time student returning to school in the fall. They will be responsible for facilitating gardening activities for children, organizing program supplies, instructing and supervising program participants and staff volunteers, and ensuring the safety and enjoyment of all program participants. This position may also include some program networking and outreach with other Toronto organizations in an effort to develop new partnerships for Toronto Green Community (TGC) 'Greening Toronto Gardens' work.

The GGA Coordinator will work both in the TGC office at Yonge and Eglinton, and on site in 3-5 different garden locations around the city for 8 weeks throughout the summer.

#### **Responsibilities:**

- Coordinate and deliver the 'Great Garden Adventure' Children's gardening program (planning garden-focused crafts and physical activities, explaining ideas of composting and sustainable gardening to children 10 and under, running GGA garden activities)
- Liaise with existing community partners
- Research additional communities to deliver the program to
- Manage material requirements for program budget and track attendance
- Outreach to media and the community about the program
- Collaborate with Garden Coordinator on other garden activities as needed
- Report to the ED on Great Garden Adventure activities
- Assist with fundraising activities as needed
- Complete evaluations with community partners

#### **Qualifications:**

- Strong environmental background
- Experience with working with children/youth (Teaching experience an asset)
- Passionate about environmental education
- Arts and crafts skills an asset
- Ability to identify plants, basic gardening knowledge
- Ability to coordinate groups and publicize events effectively
- Attending College or University and returning in the Fall
- Strong communication and interpersonal skills
- Excellent organizational, planning and time management skills
- Able to work independently and as a team member
- Positive attitude and good sense of humour
- Provide a satisfactory Vulnerable Sector Security Check conducted by Toronto Police

## **ELIGIBILITY CRITERIA**

This internship is part of Human Resources and Skills Development Canada's Canada Summer Jobs program. Please ensure that you meet these requirements before applying.

Applicants must:

- Have been a full-time student in the 2009-2010 academic year
- Be returning to full-time studies in 2010-2011
- Be between 15 and 30 years of age
- Be a Canadian citizen, permanent resident, or have official refugee protection status under the Immigration and Refugee Protection Act
- Be legally entitled to work in Canada, according to relevant legislation and regulations of the province of Ontario

### **The Toronto Green Community Backgrounder**

The Toronto Green Community (TGC) is an incorporated, non-profit organization working to improve Toronto by engaging its citizens in community based environmental initiatives. For more information visit <http://torontogreen.ca>

Application Deadline: Fri May 28, 2010 at 5 p.m.

Duration: 12 weeks – June 7 to Aug 28, 2010 - 35 hours per week.

Salary: \$10.25/hr

TO APPLY PLEASE SEND YOUR RESUME AND COVER LETTER to Paula Messina at [paula@torontogreen.ca](mailto:paula@torontogreen.ca)

We thank all applicants for their interest but please be advised that due to limited staff we will not be able to answer phone calls pertaining to summer positions. Only those candidates short listed for an interview will be contacted.