



## Teen & Schools Manager Job Description

**Location:** Ypsilanti, MI (in-person work required)

**Salary:** \$37,500-\$39,500 based on experience, paid time off and health insurance (medical, dental, vision) after 90 days

**Additional Perks:** Free produce, flowers, and seedlings from our Urban Farm

**Start Date:** May 01, 2023

**Schedule:** Salaried, average 40 hours/week. Normally Monday-Friday with some weekends and evenings. During the school year, must be available 4-6:30 pm Tuesday-Thursday.

### Organizational Description:

Growing Hope is a 20-year-old non-profit organization rooted in Ypsilanti, Michigan whose mission is to foster an equitable and sustainable local food system that empowers all people to grow, buy, sell, prepare, and eat nourishing food. We envision a community where all people--particularly those with barriers due to race, class, culture, language, ability, and mobility--have access to nourishing local food that is culturally appropriate and affordable. People can grow and prepare their own harvests, and may earn a living as a food grower, producer, or entrepreneur.

Our areas of work include Youth & Schools, Farm & Garden, Farmers Markets, and Food Entrepreneurship. Our programs primarily emanate from our two main spaces: The Growing Hope Urban Farm and the Ypsilanti Farmers MarketPlace. The Urban Farm is a multi-purpose space used for organic-practice production, garden demonstration, youth and adult education, and events. The Ypsilanti Farmers MarketPlace hosts the Ypsilanti Downtown Farmers Market, the Ypsi Area Online Market, and the Growing Hope Incubator Kitchen.

Our work culture is rooted in our values: Transformation, Education, Justice & Equity, Placemaking, and Integrity. We commit to upholding inclusive practices and policies while creating space for courageous conversations as a staff and within our community. Our aim is to leverage the vast resources already within our community in order to empower and partner with participants and customers. We believe that community members have the ability to make their own decisions about their health and wellness goals and that Growing Hope acts as a conduit, bridging the gap between our community and its goals.

### Position Description:

The Teen and Schools Manager coordinates and leads the Growing Hope Teen Leadership Program (TLP) in collaboration with the Youth Programs Manager. The TLP is an 8 week intensive summer program and a 9 month afterschool program which employs high school students to work and learn on our Urban Farm. The program equips teens with the framework of understanding injustices in our food system, skills in community organizing to fight for a different future, and hands-on tools to develop resilience and adaptability in the face of climate change. This position creates the framework for the Teen Leadership Program, manages teen employees, and leads workshops alongside other Growing Hope staff members in topics such as food sovereignty, hands-on gardening, community organizing, social identity, and cooking.

The Teen & Schools Manager will collaborate closely with the Youth Programs Manager on coordinating the TLP as well as other K12 garden-based educational programming such as field trips on the Urban Farm, lessons in YCS schools, and summer camps. Additionally, the Teen & Schools Manager will work closely with the Ypsilanti Community Schools (YCS) district and coordinate the YCS Farm to School Committee including facilitating meetings, supporting school garden development, and running professional development opportunities for teachers.

We are looking for someone who loves working alongside youth of all ages and community members while not being afraid to get their hands dirty. This position requires comfort working and teaching outdoors and in-person in variable weather conditions, including heat, cold, and light rain. This position collaborates closely with the Youth Programs Manager to provide inclusive and intersectional youth programming.

### Responsibilities:

- **Teen Program Implementation & Management (50%):** Manage all aspects of the Teen Program including, but not limited to: programmatic planning, leading teen workshops, outreach, hiring, and management of teen employees. Support strategic planning and visioning of Teen Program, ensure program is intersectional and aligned with food justice work, and work with other program areas to integrate programming.
- **Youth Programming Support (15%):** Support Youth Programs Manager with K12 garden-based/food justice programming including leading field trips for youth at the Urban Farm, Incubator Kitchen, and Farmers' Market, assisting with summer camp programming, and assisting with in-classroom programming during the school year.
- **School Garden Capacity Building (15%):** Coordinate the YCS Farm to School Committee monthly meetings including outreach through newsletters and social media, facilitate meetings, recruit new members. Host quarterly professional development workshops and attend tabling and outreach events.
- **Revenue Generation & Budgeting (10%):** Assist with program budgeting, cash flow & accounting processes, and provide input and support as needed for grant proposals and reporting.
- **Organizational Support (10%):** Participate in anti-racism and food sovereignty discussions and training, administrative activities (i.e timesheets, expense reports), professional development, weekly staff meetings, and fundraisers and community events.

**Qualifications:**

- Passion for Growing Hope's mission and a basic understanding of the U.S. food system, the injustices in its structure and function, and the major contributors to that injustice.
- Experienced educator with strong facilitation skills, specifically working with teenagers in hands-on settings.
- Dedication to youth advocacy, teen-led community change efforts, and building healthy adult-teen relationships.
- Willingness to work with youth of all ages.
- Creativity, flexibility and resourcefulness. A positive outlook and approach based on building resiliency and abundance in our workplace and community.
- Highly organized and able to manage multiple projects at once.
- Demonstrated knowledge and first-hand experience with sustainable gardening, cooking, and/or organizing for a more just and sustainable food system.
- Skilled oral and written communicator. Comfortable communicating in person, by phone, zoom, email, in front of groups, and to a variety of audiences.
- Clean background check, driving record, valid driver's license and proof of insurance required.

**Qualities that will enhance the application:**

- Experience working with high school aged youth on community change projects.
- Experience managing groups of people, submitting payroll etc.
- Knowledge of models for youth leadership development, popular education, and/or different learning styles.
- Experience leading interactive virtual programming.
- Ability to teach all age groups, including adults.
- Practice managing relationships with school and community leaders (preferably in Ypsilanti).
- Has experience with Growing Hope's programs (Teen, Home Vegetable Garden Program, Farm, etc.)
- Preference given to Ypsilanti-area residents or those willing to relocate to and engage in the Ypsilanti community.

**To Apply:** Submit a resume and cover letter to [apply@growinghope.net](mailto:apply@growinghope.net). Start date of this position is early May. Preference given to applications received by **March 31, 2023**, but the position will remain open until filled. Letters can be submitted in the form of a written document, video or audio format.

*Growing Hope encourages people of color and individuals who possess an in-depth understanding of poverty or economic hardship to apply. We welcome a diverse pool of applicants and make employment decisions on the basis of merit. We do not discriminate potential employees based on race, creed, age, physical ability, national origin, sex, gender identity, sexual orientation or marital status. Accommodations will be made so that the application process and position is made accessible for qualified applicants.*