



## **Proctor Terrace Elementary School Garden Coordinator Job Description**

The Proctor Terrace Elementary Parent Teacher Association (PTA) is searching for a passionate and dedicated Garden Coordinator to join our vibrant community. As stewards of our school's outdoor learning space, we are committed to providing enriching experiences for all Proctor students while fostering a deep appreciation for nature and sustainability. The ideal candidate will possess an enthusiasm for teaching, a knack for inspiring young minds, and a green thumb to maintain our flourishing garden.

### **Responsibilities:**

- Coordinate with teachers to schedule regular garden lessons (rain or shine!), striving to serve all classes who are interested in participating in garden activities.
- Facilitate engaging hands-on experiences in the garden (planting, weeding, harvesting, etc.) for all grade levels, working collaboratively with teachers and parent volunteers.
- Manage the care and maintenance of the garden, including working with the PTA board and Garden Committee to coordinate volunteers for garden workdays and garden maintenance over the summer.
- In partnership with the PTA Garden Committee, write grants and/or seek donations as needed for supplies and upgrades for the garden.
- Provide regular updates to the PTA on garden activities to share with the broader school community.

### **Qualifications:**

- Knowledge of gardening and basic plant science.
- A passion for engaging children in nature-based learning.
- Experience working with youth ages 4-12.
- Strong oral and written communication skills including public speaking skills.
- Ability to work independently as well as collaboratively with parents, teachers, and students.
- Project management skills.

### **Compensation:**

Annual compensation for approximately 12 hours a week during the 2024-2025 school year is \$16,500, which will be pro-rated to the Garden Coordinator's start date. An additional stipend is available for limited summer hours. The Garden Coordinator is classified as an independent contractor with the Proctor Terrace Elementary PTA.

**Physical Demands:** The Garden Coordinator must have the ability to perform normal garden tasks, including digging, carrying, stooping, weeding, reaching, walking on varied terrain, and lifting and carrying materials and potted plants weighing up to 50 lbs.

**To Apply:** Please submit a cover letter and resume to: [ptaboard@proctorterracepta.org](mailto:ptaboard@proctorterracepta.org)