



Training and Education Supervisor

Hours: 40 hours/week; including occasional weekend, holiday and evening hours

Salary: starts at \$15/hour with opportunities for incremental increases (equivalent to \$31,200 annually)

Benefits: Health benefits, 16 days of vacation, 6 days sick leave and 9 days paid holiday

Reports to: Executive Director

Job Category: Supervisor

Area of Focus: Homelessness, Job training, Farming and Agriculture, Social Entrepreneurship, Community



To Apply: Interviews are currently being scheduled for this position. Please send resume, cover letter, and contact information for three references to Darrie Ganzhorn, Executive Director, at darrieg@homelessgardenproject.org or mail to Homeless Garden Project at PO Box 617, Santa Cruz, CA 95061. Resumes will be accepted until position is filled.

Description:

The Homeless Garden Project (HGP) is a nonprofit corporation based in Santa Cruz, CA that provides job training and transitional employment to people who are homeless. In addition, HGP has a vibrant community volunteer and education program. The training, employment, education and volunteer programs take place in an organic farm and related enterprises. Trainees and participants experience the value of therapeutic horticulture, are provided supportive services, and develop positive relationships and technical skills. Products produced in the training program are sold through our Community Supported Agriculture (CSA) program, our year-round retail store, through our online store, and wholesale to other retailers. Production provides for a real work environment and is also a meaningful source of revenue for the Project.

HGP seeks an experienced and dedicated individual to lead farm-based training and education activities and provide appropriate supervision to people who are homeless who wish to find a stable productive place in society. We specifically seek an enthusiastic, organized person skilled in adult education, training, and supervision. The ideal candidate will also have experience working with individuals facing homelessness and/or mental health challenges, and a horticultural/agricultural background. The

Farm Supervisor will work to create and maintain a productive workplace conducive to the development and practice of job readiness skills, efficiency, and horticultural skills.

The unique goals of our job training and transitional employment program require regular and consistent feedback on work performance and behaviors to trainees. The Training and Education Supervisor will play an important role in modeling, practicing and reinforcing work-readiness lessons to trainees. The Training and Education Supervisor will supervise trainees in executing the Farm Manager's weekly and daily work priorities while ensuring the learning environment necessary for trainees to develop workplace behaviors, skills and knowledge; and provides trainees with increasing levels of responsibility. The Training and Education Supervisor will work closely with the Farm Manager to fulfill production goals, as well as with Social Work Interns and Social Work Intern Supervisor to understand trainee life goals, strengths, and barriers to full participation in the training program. The Training and Education Supervisor will also work with the Executive Director to develop the training program and evaluation of program goals.

Responsibilities:

Under the general supervision of the Executive Director, the Supervisor is directly responsible for the job-training and education component of the program. The Supervisor assists in planning and implementation of all aspects of the program, to include production, and marketing for Natural Bridges Farm and the Value-Added Enterprise.

Job Training/Education

- Responsible for supervision of trainees participating in job training program.
- With Executive Director, hires trainees into program according to hiring criteria.
- Planning, implementation, and supervision of our job-training program. This involves daily infield teaching and maintaining a safe, productive work site.
- Develop and implement lectures and hands-on training programs for trainees; training in general workplace skills and behaviors such as problem solving and social skills.
- Conduct training in horticulture skills such as propagating and tending annuals and perennials, composting, bed preparation, irrigation.
- In coordination with the Farm Manager and Value-added Enterprise Manager, leads the daily management of work crews and assignment of garden duties to trainees, interns, volunteers, and community service workers.
- Conduct regular evaluations of trainees' progress in technical and general work skills.
- Facilitate regular meetings with trainees and individual meetings as needed.
- Serve as a positive role model.
- Provide oversight to kitchen volunteers and trainees to support Tuesday-Friday lunch.
- Follows all aspects of trainees' program, year-round.

Supervision

- Lead the supervision of trainees and participants in Century Certificate program; provide support in supervision of interns, and volunteers.

- Enforce the policies of the Homeless Garden Project, including reliability, tardiness, and drug/alcohol abuse.
- Conflict resolution and management.
- Provide support to help each trainee meet their personal goals that increase their long-term personal and economic stability.
- Share with staff (Farm Manager, Enterprise Manager and Executive Director) the results of regular performance and skill “check ins” with trainees.
- Facilitate weekly circle meetings of staff and trainees.
- Coordinate with social work interns and attend their weekly meeting.

Farm Production

- Assist with planting, maintenance, and harvesting of all farm products.
- Assist in the planning and implementation of all production goals for the farm.
- Assist in the implementation of marketing strategy for CSA and Enterprise.

Public Relations

- Perform outreach about openings in the training and transitional employment program with goal of keeping all positions full.
- Knowledgeably represent the organization and its programs to the community at large, presenting talks, lectures and guided tours to donors, civic organizations or visiting groups, together with a trainee whenever possible.
- Maintain and foster relationships with other public and nonprofit agencies, businesses and individuals.
- Other duties as assigned.

Skills

- Excellent communication skills
- Strong physical labor skills (e.g. sit, stand, bend, lift, walk, carry)
- Working knowledge of organic gardening and farming methods
- Demonstrated ability to make assignments and follow up on completion/evaluation
- Demonstrated ability to both follow and give directions, seek assistance, when needed
- Requires ability to work occasional evening hours and weekends; in all weather conditions
- Organization and timeliness; attention to detail
- Demonstrated ability to organize, delegate, give direction, monitor others

Qualifications:

- At least two years of very broad horticultural experience
- Experience with supervision, adult education and training
- An academic degree, equivalent work experience, or a combination of both, in one or more of the following areas: horticulture, horticulture therapy, organic gardening, social science, human services, environmental science, or related field
- Able to effectively work with all populations to include: individuals with mental illness, disadvantaged youth, homeless, students and community members

- Demonstrated ability to work successfully as part of a team

Desirable skills and qualifications

- Bi-lingual/bi-cultural background
- Effective and positive interpersonal and management skills
- Experience with creating and managing budgets
- Aptitude for craft workshop production
- Commitment to sustainable agriculture and food systems
- Experience with social justice issues and affected populations
- Familiarity with basic social work principles