



Training and Education Supervisor

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

Salary: \$26/hour (\$54,080 annually)

Benefits: Health benefits, 401k plan available, 16 vacation days, 6 days of sick leave and 9 days paid holiday

Reports to: Transitional Employment and Social Work Program Manager

Job Category: Supervisor

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

Applications: Email resume, cover letter and contact information for three references to Evan Jones, Program Manager, evanj@homelessgardenproject.org or mail to P.O. Box 617, Santa Cruz, CA 95061. Resumes will be accepted until the position is filled.

Description: The Homeless Garden Project (HGP) is a nonprofit based in Santa Cruz, CA, that provides job training and transitional employment to people experiencing homelessness. Integrated with the job program, HGP operates a vibrant community volunteer and education program. The training, employment, education, and volunteer programs take place on an organic farm and in associated enterprises.

HGP seeks a dedicated individual with experience in adult education, job coaching, and supervision to lead farm-based job training and education activities. This person will provide supportive supervision to individuals experiencing homelessness who wish to find a stable, productive place in the community. The ideal candidate will also have experience in mentoring roles and/or working with individuals facing homelessness, as well as an agricultural or entrepreneurial background. The Training and Education Supervisor will create and maintain a productive workplace that fosters the development and practice of job skills, responsibility, and self-confidence.

Trainees experience the value of therapeutic agriculture, receive supportive services, and develop positive relationships and job skills. Products produced in the training program are sold through our Community Supported Agriculture (CSA) program, our year-round retail store, our online store, and wholesale to other retailers.

The unique goals of our job training and transitional employment program require regular and consistent feedback on trainees' work performance and behaviors. The Training and Education Supervisor will play an important role in modeling, practicing, and reinforcing work-readiness lessons. They will supervise trainees in executing weekly and daily work priorities while ensuring a supportive learning environment. Additionally, they will provide trainees with increasing levels of responsibility as they progress.

Responsibilities: Under the general supervision of the Transitional Employment and Social Work Program Manager, the Supervisor is directly responsible for on-site supervision, job-training, coaching, and education components of the program.

- Uphold and maintain the robust structure of the job-training and transitional employment program through supportive and goal-directed leadership.
- Supervise an environment of learning where trainees learn, practice and improve general work skills (communication, conflict resolution, professionalism, teambuilding, time management).
- Support trainee self-esteem growth via building trust and rapport, creating meaningful, supportive relationships with trainees, and supporting development of skill-based competencies.
- Lead weekly group circle meeting which fosters community-building among staff and trainee team.
- Provide feedback and coaching for job readiness skills, manage progressive discipline plan, teach and lead the process of goal-setting, particularly related to job goals.
- Assist trainees in meeting program goals and milestones in order to maintain their position and progress in the program.
- The following involve working collaboratively with farm, retail and value-added manager to meet production goals:
 - Supervise an environment of learning and productivity where trainees learn, practice, and improve technical work skills:
 - On the farm (composting, bed-prepping, pest control, planting, irrigation, harvest/post-harvest skills, greenhouse skills)
 - In the workshop (dried flower handling, design production, inventory management, stock organization)
 - In the retail store (greeting and assisting customers, managing the cash register, creating displays, inventory management)
- Foster improved interpersonal skills through teaching effective communication, encouraging teamwork and cooperation, creating opportunities for appreciation to be expressed, developing a positive work environment, role modeling appreciation for diverse experiences, and mediating conflict.
- Develop/enhance trainees' experience of community support.
- Help connect trainees to learn about community resources, job skills, and life skills. In collaboration with Program Manager, create curriculum and lead lecture series that draws from community resources and local experts, ensuring that

lecture series is relevant to trainees. Build bridges with community enterprises to accomplish this goal.

Qualifications:

- A minimum of two years of experience performing supervision, experience in adult education and training, mentoring, or job coaching.
- An academic degree, equivalent professional experience, or a combination of both in one or more of the following fields: horticulture, horticultural therapy, organic gardening, social sciences, human services, environmental science, or a closely related discipline.
- A minimum of two years of experience working with diverse populations, including individuals experiencing behavioral and mental health challenges, disadvantaged youth, people experiencing homelessness, justice system-involved individuals, students, and broader community members, ensuring a supportive and inclusive environment.
- Familiarity with basic social work principles, ex: motivational interviewing.

Skills:

- Effectively conveys information through verbal and written communication.
- Proficient in performing physically demanding tasks, including prolonged standing, bending, lifting, walking, and carrying heavy loads, while maintaining efficiency and safety.
- Demonstrated ability to guide, support, and develop individuals through a structured mentoring approach, fostering growth and skill-building.
- Adept at identifying, addressing, and resolving workplace conflicts professionally, promoting a cooperative and productive environment.
- Thrives in fast-paced and evolving work settings, utilizing critical thinking and flexibility to navigate challenges and implement effective solutions.
- Skilled in assigning tasks, providing clear expectations, tracking progress, and ensuring timely and high-quality completion.
- Available for occasional evening and weekend shifts; capable of working in diverse weather conditions while maintaining productivity and safety.
- Highly organized with a keen eye for detail, ensuring accuracy, efficiency, and consistency in all tasks and responsibilities.
- Ability to organize workflows, delegate tasks, provide clear guidance, foster a positive and motivating atmosphere, and monitor team performance for optimal results.
- Demonstrated ability to work successfully both as part of a team and independently.

Desirable Skills and Qualifications:

- Bi-lingual/bi-cultural background
- Comprehensive knowledge of horticultural practices, including but not limited to organic gardening, farming, land restoration, landscaping, and other land-based work, with the ability to implement and teach these methods effectively.
- Experience with social justice issues and affected populations
- Effective and positive interpersonal and management skills
- Aptitude for craft workshop production
- Commitment to sustainable agriculture and food systems

We are proud to be an equal opportunity workplace dedicated to cultivating a diverse and inclusive work environment. We strongly encourage people of all races, ethnicities, gender identities, sexualities, classes, and religious identities to apply.