



Garden Coordinator Job Description

Hours per week	10 hours/week
Supervised by	Deputy Director of Quality Assurance and TECP Supervisor
Location	Eugene and Springfield, OR
Starting wage range	\$19.50 - \$21.00 / hour, depending on qualifications

Overview

The mission of Relief Nursery is to prevent the cycle of child abuse and neglect through early intervention that focuses on building successful and resilient children and strengthening parents. Our staff work as a team to provide a unique array of comprehensive family support services from therapeutic classrooms to substance use disorder recovery support, that are easily accessible to parents with children birth to six years of age who are at high risk for abuse or neglect. At the core of Relief Nursery is the belief in focusing on, and building upon, the strength of each family we serve.

The Garden Coordinator contributes to the mission of Relief Nursery by designing therapeutic nature experiences for children and families that enhance resilience, support social emotional development, foster a connection with the natural world, and create opportunities for community building. This includes developing and facilitating outdoor early childhood curriculum, organizing parent garden engagement, and supporting Relief Nursery classroom staff in bringing therapeutic nature curriculum to the classroom experience.

Please note that Relief Nursery is a vaccinated campus. All staff must provide proof of COVID-19 vaccination to Relief Nursery showing full vaccination or must document their intention to become vaccinated.

Minimum Qualifications

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.

1. One year of relevant work experience, or a combination of training and experience that provides the required skills, abilities and knowledge
2. Effective communication skills, dependability and flexibility
3. Ability to work independently and collaboratively and as a leader
4. Ability to interact with children at their eye level; kneeling, stooping, bending and lifting up to 40 lbs.
5. Knowledge, experience and/or interest in organic gardening
6. Passion for spending the majority of time outdoors in all weather conditions
7. Basic computer skills for communication and documentation



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8. Current Oregon Driver's license, acceptable driving record and insurance
9. Current Pediatric First Aid/CPR and Food Handler's cards

Preferred Qualifications:

1. Bilingual in English and Spanish
2. Coursework in a related field such as early education, social work, farming or conservation
3. Experience managing a school / community garden or working on an educational farm
4. Work or volunteer experience in early education, social service, or similar environment
5. Knowledge of early childhood development and developmentally appropriate activities
6. Knowledge of local community resources and potential partners in implementing a school / family garden program

Responsibilities

1. Oversee, design and maintain the Relief Nursery gardens
2. Design and lead opportunities for the children and families to participate in nature experiences (e.g. planting, watering, nature art, field trips, etc.)
3. Develop relationships and communicate garden opportunities to Relief Nursery staff and families
4. Support Relief Nursery classroom teachers in developing and implementing enriching outdoor curriculum
5. Attend required trainings and meetings
6. Coordinate with kitchen regarding the use of garden produce for classroom meals
7. Develop and maintain relationships with garden and nutrition focused partner organizations and request donations (e.g. Food for Lane County, the School Garden Project, OSU Extension, etc.)
8. Work with the volunteer coordinator to ensure that interns and volunteers who work in the garden are given required oversight, support and direction
9. Collaborate with Grants Manager and Program Director to secure funding for the garden program
10. Participate in scheduled supervision sessions
11. Conduct job responsibilities in accordance with professional boundaries, confidentiality, and the values and principles of Relief Nursery
12. Act in accordance with responsibilities and protocols set forth in Oregon Child Abuse Reporting laws and Relief Nursery policy
13. Perform other relevant duties as assigned



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Interested applicants, please email resume and cover letter to:

Lindsey Steele, Director of Administration & Human Resources,
lindsst@reliefnursery.org

Pre-employment drug screen, criminal background check, DMV check, and proof of auto insurance required. Position will remain open until filled.

Relief Nursery is an Equal Opportunity Employer and a Drug-Free Workplace