

**Cultivate Charlottesville****Position Description****July 2025****Position: Youth Engagement & Garden Coordinator, City Schoolyard Garden**

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**Scope of Work**

Cultivate Charlottesville's (Cultivate) **Youth Engagement & Garden Coordinator (GC)** position is part of our City Schoolyard Garden Program (CSG). The **GC** is primarily responsible for maintaining vibrant schoolyard gardens, engaging students, and teachers, helping to build healthy schools, and strengthening the organization. The **Youth Engagement & Garden Coordinator** collaborates with a team of other GCs who work across the school system to develop and utilize tools including garden engagement lesson plans, planting schedule, school engagement protocol, and class schedules.

The **Youth Engagement & Garden Coordinator** strives to **center racial equity** in the decision-making process for all components of our work. The Cultivate team recognizes the impact of systemic racism, individual bias, and white supremacy has on the Charlottesville community and **all staff work to recognize, respond and dismantle inequities in the work we do.**

**Position Description**

The **Youth Engagement & Garden Coordinator** core functions include:

**1. Work with other GCs to Streamline Work Across Schoolyard Gardens**

- a. Collaborate on tools that create cohesion and aligned programming across schoolyard gardens including:
  - Garden engagement lesson plans
  - Strategy sessions to create a cohesive programming across the district
  - Schoolyard garden management and planting schedule
  - Protocol for engaging teachers and school personnel (i.e. garden class sign ups)
  - Class schedules
  - Consistent garden tool inventory and signage

- And other related tools
- b. Participate in training with the GC team in implementation of these tools.

## **2. Maintain Bountiful, Diverse Organic Vegetable, Fruit, and Herb gardens**

- a. Manage two Charlottesville City School gardens in all phases of garden care from design and preparation to planting and harvest with input from supervisors
- b. Utilize sustainable ecological practice.
- c. Build needed infrastructure to keep garden vibrant, safe, and clean

## **3. Engage Students and Teachers in Experiential Garden Activities**

- a. Engage students and teachers in the garden through experiential activities and garden-based lessons that reflect the CSG Educational ROOTed Framework both during the academic school year and during summer camp programming
- b. Create and enhance connections between CSG, the Charlottesville City Schools, and the broader community
- c. Engage in specific initiatives including Harvest of the Month (HoM), farmer/farm-to-school visits, and other garden related activities

## **4. Participate in Healthy Schools Programming**

- a. Help to ensure success with the Harvest of the Month initiative in collaboration with the farm to school coordinator. This includes engaging in snack prep and distribution when it fits within the class schedule, co-creating lessons centered on the HoM crop to share with teachers, and other related activities.

## **5. Strengthen Organizational Goals and Values**

- a. Contribute as part of the Cultivate team with organizational activities such as community events, social media and community outreach, evaluation tracking, lesson design, etc.
- b. Engage in a robust culture of inquiry where critical thinking, self-reflection and ideas on effectiveness, improvements, and building equity are welcome
- c. Work to transform racial inequities in all aspects of your work with strategic and intentional action
- d. Cultivate health and environmental sustainability in all program strategy and implementation
- e. Collect and submit evaluation data



All Cultivate staff are responsible to uphold values and practices that support reaching our mission with integrity and which utilize our core organizational strategies including: engage and educate youth in nature through garden-based experiences; grow and share food to enhance access, connectivity, and health; collaborate with partners and community; dismantle racial inequities and actively build equity; amplify community power, leadership, and action; mobilize with partners for policy change; cultivate sustainability, equity, capacity, and leadership.

### Organizational Structure

**Supervisory Structure:** The **Youth Engagement & Garden Coordinator** reports directly to the City Schoolyard Garden Program Director and works closely with the Charlottesville City Schools Nutrition Department, principals, and teachers. The **GC** engages as part of the CSG program team.

**Project Hours & Pay:** The **Youth Engagement & Garden Coordinator** is a full-time, salaried position (**40 hours/week**). Hours are typically during the school day with occasional volunteer workdays, events, and meetings on evenings or weekends. As part of the suite of benefits Cultivate provides team members—which include health and life insurance—the salary range for this position is **\$45,000 – \$50,000 annually**.

### Organizational Description

Launched in 2020, Cultivate Charlottesville aims to create a healthy and equitable future – personally, in community, and across systems and structures. We do this through maintaining school growing spaces and leading garden programming at Charlottesville City Schools and neighborhoods; the Urban Agriculture Collective farming and community markets; and Food Justice Network advocacy and collaboration. **We believe that working together to grow gardens, share food and power, and advocate for just systems cultivates a healthy community for all.** *Core Values: self-determination, partnership, environmental justice, community, respect, discovery, equity – racial, social & economic, inclusiveness, collaboration, humility, compassion, health and wellness*

### To Apply

Please send your cover letter and résumé to [grow@cultivatecharlottesville.org](mailto:grow@cultivatecharlottesville.org). Write “**Youth Engagement & Garden Coordinator**” in the subject line.