



BC Agriculture in the Classroom Foundation

Garden Programs Coordinator

Position Overview

Reporting to the Program Director, and working with the Program Coordinators and the Communications Coordinator, the Garden Programs Coordinator will contribute to the successful implementation of established BCAITC garden programs and learning resources. The position contributes to the development and maintenance of positive relationships with BCAITC stakeholders.

Key Responsibility Areas

Program Support, Logistics and Coordination:

1. Coordinates all activities related to the effective and efficient implementation and delivery of BCAITC garden programs
2. Provides logistical and communications support to all schools for all BCAITC garden programs.
 - a. Ensures that all school requests / inquiries are addressed.
3. Identifies methods of enhancing the effectiveness and efficiency of coordinating BCAITC programs and learning resources.
4. Assists in ensuring programs and resources are readily accessible to educational institutes and BC teachers.
 - a. Coordinates and distributes available resources.
 - b. Implements methods for accessing BCAITC learning resources.

Coordination and Operation of Ag Adventures and Harvest Bin Project:

1. Ensure program materials, program resources, learning materials are prepared and maintained.
2. Organizes and maintains Ag Adventures tours and kids camps in the Pencil Patch in Abbotsford.
3. Maintains garden stations, demo sites, seeding, watering, plots, infrastructure and harvesting.
4. Facilitates school/teacher visits, workshops, preparation and clean-up and volunteer scheduling.
5. Orders required bins and coordinates delivery of bins to schools.
6. Facilitates Harvest Bin Project with the teachers virtually.
7. Assist in the preparation of required program reports and documents in support of program administration.
8. Handles mail, email, courier deliveries related to program implementation.

Stakeholder Relationships

1. Develops and maintains harmonious and effective relationships with program partners, including government representatives, industry partners, educational institutions and educators that the coordinator liaisons with to execute a program.
2. Works with the Executive Director to ensure success of BCAITC programs and initiatives including special events.

Organizational Effectiveness

1. Provides appropriate support to the Program Director including information and input to assist with Foundation decision-making, evaluation of existing resources, and recommendations for ongoing enhancements to ensure the viability and effectiveness of BCAITC learning resources.
2. Prepare written, quarterly reports on progress to objectives.

Required Experience, Skills & Knowledge

- Good working knowledge of horticulture and vegetable gardens.
- Experience in delivering programs to youth
- Effectively communicates, in a clear and concise manner, actively listening and tailoring communication to meet the needs of the audience.
- Accuracy and thoroughness to ensure that work is completed correctly and thoroughly, is well organized, and of high quality.
- Prioritizes daily tasks and activities for effective time management. Excellent ability to multi-task; strong attention to detail.
- Self-motivated; ability to work independently and meet deadlines.
- Flexibility to work in a variety of situations.
- Strong interpersonal skills with a demonstrated ability to establish and maintain effective working relationship with others and successfully interact with stakeholders, and peers.
- Proficient use of Microsoft Office suite, in particular Word, Excel and PowerPoint.
- Written communications skills at an intermediate level.
- Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*
- Is legally entitled to work according to the relevant provincial/territorial legislation and regulations.