



COUPEVILLE FARM TO SCHOOL

www.coupevillefarm2school.org

Farm to School Program Manager

Application Deadline: Saturday, December 10, 2022

Position Description

The Program Manager is a full time position with benefits, employed by the 501(c)3 nonprofit corporation Coupeville Farm to School, that combines management with hands-on garden education. This position supports Coupeville School District (932 students) teachers, students, and food service staff in utilizing school gardens for education and nutrition. The Program Manager creates a shared vision of the program with the Farm to School Board, and is responsible for development and maintenance of the school's gardens, supervision of staff and volunteers, implementation of cross-curricular lessons in the outdoor classroom, and use of garden produce in classroom education and cooking classes. The salary range for this position is \$50-60k, dependent on experience, with paid time off and healthcare benefits.

Overview of Responsibilities

- Develops and maintains the school gardens on the elementary and middle/high school campuses.
- Works closely with elementary school teachers to develop lessons that support classroom teaching in a range of curriculum areas such as art, science and language arts; develops and implements plans to work with middle and high teachers as time and resources permit.
- Oversees and coordinates students' hands-on experiences in the garden and School Farm (planting, tending, harvesting and in-class preparation).
- Builds involvement in and commitment to the school garden within the school community, including teachers, administrators, students, parents, and community volunteers.
- Develops and implements cooking class curricula for K-5.
- Supervises staff and Americorps members, and develops training, field trips, and other learning activities to support members' learning.

Qualified applicants should have at least 1-2 years of facilitation or teaching experience working with children and youth; Washington State Teaching Certification a plus. Have knowledge and skills in small-scale organic food production. Food service experience is a plus. Applicants should demonstrate ability to lead and manage programs, and to work with diverse populations. Minimum education requirement: Bachelor's degree.

Please include the following in your application

- 1) Resume along with contact information for three professional references
- 2) Cover letter addressing the following:
 - a. What attracts you to this position? How does your career experience relate to the responsibilities of the Farm to School program manager position?
 - b. Summarize your experience working with children and youth in an educational setting; what are your strengths and areas for improvement in your work with children?
 - c. Coupeville Farm to School is in an exciting growth phase, and we expect the successful candidate will have the opportunity to fulfill an evolving set of roles with expanding

- responsibility over the next few years. Please describe your ability to complete large projects, to work both independently and collaboratively, and to fulfill long-term goals.
- d. The position of Farm to School Program Manager requires a close working relationship with the organization's board of directors. Describe the ideal relationship you would envision between yourself, your board liaison, and the board as a whole; and explain how you best communicate and how the board could support you in that.
 - e. What do you want us to know about you as a leader?

Applications should be sent to: jobs@coupevillefarm2school.org

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Suggested Start Date: January 23, 2023