ORGANIZATION OVERVIEW
Riverdale Neighborhood House, Inc. (RNH) is of, by, and for its local community. Our mission is to strengthen our community in the Northwest Bronx by delivering programs and ensuring access to resources that build bonds, create networks, and promote equity across generational, cultural, racial, and economic lines. We work with a vibrant, diverse community of over 50,000 residents who live in an area bordered by the Hudson River, Van Cortlandt Park, Manhattan, and Yonkers. RNH provides a wide range of programming anchored in regular needs assessments of our community.

Today, RNH offers no-cost pre-school education and free and low-cost after-school programs for children aged 2-13. Activities for high school students include internships, college advising, leadership development, and recreation. Adults participate in enrichment classes, community events, and volunteer programs. The volunteer-run Telephone Reassurance Program supports homebound older adults and the Food & Farm Hub works to promote food justice and environmental stewardship through a teaching garden, community fridge and farm stand.

JOB DESCRIPTION
Riverdale Neighborhood House is seeking a Garden Coordinator to join the Community Engagement team. This position will be responsible for teaching a gardening and outdoor education curriculum for all ages, maintaining the teaching garden, managing the day-to-day operations of the Youth Market, and coordinating a network of garden volunteers. Using the teaching garden as an outdoor classroom, this position will help implement many of RNH’s environmental justice initiatives with the goal of engaging community members of all ages in environmental stewardship and critical exploration of the food system.

This position requires comfort and experience in leading hands-on gardening lessons and providing customer service, as well as a technical background in gardening and landscaping. A "can do" attitude is essential as well as creativity and an ability to work in all environments. Candidates should also have a background in gardening/agriculture, an interest in food, and a commitment to advancing equity in all work.

This position is a part-time (28 hours/week) role that will report to the Director of Community Engagement and will work alongside the Community & Volunteer Program Manager.

DUTIES AND RESPONSIBILITIES

* **Garden Educator**
  - Lead weekly gardening lessons for after school groups (K-12th). Manage instructional programs including planting, weeding, plant anatomy, and compost
  - Co-lead the Food & Farm summer high school internship program exploring the intersection of environmental stewardship, mutual aid, and food justice
  - Support Community department in developing and facilitating community events based in the garden for adults and children
Garden Coordinator

- Oversee the daily maintenance of the teaching garden, including propagation, watering, and harvesting, as well as other green spaces on property
- Assist with the crop planning, purchasing, and administrative organization of the garden.
- Coordinate schedule and shift assignments for regular garden volunteers
- Facilitate volunteer hours and service days for community groups, school trips, etc.

Youth Market Manager

- Work alongside Community & Volunteer Program Manager to manage the daily operations of the Youth Market, including ordering, budgeting, marketing, and staffing
- Supervise youth staff at the market, including training them in customer service, market regulations and educating them in seasonal eating
- Work with partners to develop community initiatives and expand market outreach
- Set up and break down the site, carrying equipment and cases/bags of produce weighing up to 50lbs, folding tables and tents, and performing other physical labor

REQUIREMENTS/QUALIFICATIONS:

- Experience working with children in an educational setting and comfort working with all age groups, including young children and teens
- Experience developing and delivering gardening and culinary curriculum
- Working knowledge of gardening, food systems, sustainable practices and cooking
- Willingness to work outdoors in all weather (rain, heat, snow)
- Confident, with strong interpersonal, communication and relationship building skills
- Ability to lift 50lbs
- Self-starter, able to work independently, a motivational team player and creative thinker
- Sense of humor and ability to work in changing environment
- Interest in food
- Preferred proficiency in Google Workplace (particularly Docs & Sheets)
- Bachelor’s degree preferred
- Successful Background Check and State Central Registry clearances required

WORK SCHEDULE: 28 hours per week with occasional special events

TO APPLY: Please submit resume and cover letter to humanresourcedpt@riverdaleonline.org

PAY RATE: $20-22 per hour

EQUAL OPPORTUNITY EMPLOYER: RH is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender, marital status, sexual orientation, disability, veteran status, political orientation, or any other characteristic protected by federal, state, or local law.