



POSITION DESCRIPTION

Title: Troy Kids' Garden Manager
Reports To: Education Director
Location: Troy Kids' Garden: 502 Troy Drive
Madison School Farm: 5017 Sudbury Way
Northside Neighborhood Centers (winter programs)- Packer Community Center:
1927 Northport Dr & Northport Community Center: 1740 Northport Dr
Position Type: Full-Time / Non-exempt
Salary: \$18-\$20/hour based on experience
Benefits: 30 days paid time off plus 8 paid holidays annually; flexible, family-friendly schedule; medical, dental, and vision insurance with Rooted covering 75% of the costs of the insurance package; 401k retirement plan; professional development opportunities; cell phone reimbursement; 4.5 day work week
Start Date: March 3, 2025

About Rooted

We are committed to collaborations rooted in food, land, and learning so that people can grow and thrive in healthy, equitable, and sustainable neighborhoods. Ours is a firm commitment to building racial equity and inclusion and dismantling racism in our communities, in our education and food systems, and within our organization. This is a path of lifelong learning and commitment to action.

About the Troy Kids' Garden

The Troy Kids' Garden Program provides opportunities for gardening, arts, nutrition and environmental education to over 750 young people from the Madison area annually. Children from area community centers and schools plant and maintain garden beds, participate in cooking and arts activities, and use this natural classroom to expand upon the science, ecology, and math lessons learned in school. Troy Kids' Garden collaborates closely with our Madison School Farm program, with staff from both sites working together to offer programming 2 days per week each at Troy Kids' Garden and Madison School Farm during the growing season (April through October). During the winter months, educational programming is brought to partner community centers through the Rooted in Culture cooking clubs.

General Statement of Duties and Responsibilities

Responsible for developing and managing the Troy Kids' Garden program, Rooted in Culture cooking clubs, and supporting educational programming at the Madison School Farm.

Specific Duties and Responsibilities

- Develops and manages a productive, sustainable educational kids' garden.
- Manages day-to-day aspects of Troy Kids' Garden program and garden: conducts general program oversight, develops educational activities for youth and leads program documentation and evaluation.
- Builds relationships and coordinates with schools and community organizations to recruit program participants and schedule weekly garden visits to Troy Kids' Garden.
- Plans and leads programming at Troy Kids' Garden 2 days per week, and supports programming at the Madison School Farm 2 days per week (April-October).
- Plans and leads after-school Rooted in Culture cooking clubs at partner community centers (November-March).
- Coordinates with Madison School Farm Manager to recruit, hire, train and supervise Garden Educators, youth employees, and volunteers.
- Coordinates with other Rooted programs to ensure consistency and collaboration across the organization.
- Program fundraising, including grant writing and reporting, and donor development and cultivation as needed.
- Leads tours, teaches workshops, and gives presentations as needed.
- Attends organization and program team staff meetings.
- Assists with Rooted events as needed.
- Other tasks as assigned.

Required Knowledge, Skills, and Abilities

- This position requires a minimum of one year of experience in managing a garden or farm using sustainable and/or organic growing practices.
- At least two years of experience facilitating garden/farm-based education or hands-on environmental education programs for a diverse population of young people.
- Experience training and supervising interns and volunteers.
- Experience working with non-profit organizations is desirable.
- Strong experience working with productive, proactive teams.
- Proficient use of smartphones, Microsoft Office software, email, and other technology.

- Ability to interact in a professional, courteous, and confidential manner with others and to function as an ambassador of the organization in a wide variety of venues and circumstances.
- Ability to communicate effectively both verbally and in writing, including the ability to listen and solve problems.
- Ability to provide support and leadership while working with groups of people on projects.
- Experience working with diverse groups of people in community settings, with cultural competence.
- Strong organizational and communication skills and a demonstrated ability to follow through on commitments, responsibilities, and tasks.
- Flexibility and willingness to grow in response to needs or changes in the field.
- Ability to be innovative and resourceful while planning and organizing a demanding workload.
- Ability to lift, kneel, and do physical work.
- Ability to commit to and promote Rooted's mission, goals, and priorities.

Additional Information/Requirements:

- Must have access to reliable transportation and provide a copy of a valid driver's license.
- Willingness and ability to work some weekend and evening hours as needed.
- Ability to pass a standard background check.

Equal Opportunity Employer

Rooted is an equal opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. We strongly encourage applications from diverse applicants of all ages. Rooted is committed to providing employees with a work environment free of discrimination and harassment.

How to Apply

Please apply online through BambooHR at <https://rootedwi.bamboohr.com/careers/41> or send your cover letter and resume to Sarah Karlson at sarah@rootedwi.org or mail to:

Sarah Karlson
Rooted at Badger Rock
517 E. Badger Rd.
Madison WI 53713