



**INTERFAITH  
FOOD BANK**  
SOCIETY OF LETHBRIDGE

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## **Summer Program Coordinator – Interfaith Learning Garden Position Description**

Primary duties include planting, tending and harvesting the Interfaith Learning Garden; development, coordination and marketing of summer programs (eg. Interfaith Learning Garden tours, workshops and garden mentor program) and special events; assistance to administrative staff; and coordination of program volunteers and promotional activities. This position reports to the Client Intake Supervisor

**Hours:** Monday to Friday      8:00 AM – 4:00 PM      Some evenings and weekends will be required.

### **Required Skill Set:**

1. Intermediate Administrative Skills
  - Computer skills – Word / Excel / Internet / Intranet / e-mail
  - Organizational skills
2. Gardening/Horticultural Knowledge – garden maintenance, composting, soil & biology needs
3. Program Development – lesson planning, scheduling, and development of educational materials
4. Supervisory skills – working with paid staff and volunteers
5. Communication skills – written, verbal, inter-personal, public speaking
6. Creativity and Ingenuity – ability to create engaging activities for varied audiences
7. Must be willing to submit a Police Records Check.

### **Job Description:**

- Plan, plant, maintain and harvest Interfaith Learning Garden and Indigenous Healing Garden
- Assist with program development, build lesson plans and design educational materials
  - Interfaith Learning Garden
  - Garden Tours and Workshops
  - Garden Mentor Program
  - Facilitation of use of gardens by community groups
- Donor recognition – recruit and recognize program donors
- Volunteer Coordination – in conjunction with the Volunteer Coordinator, recruit, train and place volunteers
- Market and promote programs – development of promotional materials and interaction with local media
- Backup for Administrative Staff – telephones, accepting donations, greeting the public and general administrative duties
- Act as part of the team and assist where needed
- Additional duties as required by Executive Director

**This position is dependent upon approved funding from the Canada Summer Jobs Program.** To be eligible to participate in Canada Summer Jobs, individuals must:

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment (International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada),
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Please forward resume complete with cover letter and 3 references to [info@interfaithfoodbank.ca](mailto:info@interfaithfoodbank.ca) , or mail or fax to the numbers listed above.