

## **United Methodist Ministries**

UMM offers a competitive salary and benefit package, and dynamic work environment.

To apply please send resume, salary history and requirements to:

### **United Methodist Ministries**

2665 Farnam St., Ste 102  
Omaha, NE 68131  
info@bigmuddyumc.org

Applications accepted via mail or email.

### **Job Description**

#### **Big Garden Program Manager**

**Exemption Status:**                      **1 FTE, exempt**

### **Job Summary**

The Big Garden Program Manager is responsible for the day to day activities and tasks in the Big Gardens. This person should be a self-starter, with initiative to improve and enhance the day to day operations of the Big Garden. This person will work closely with Big Garden staff, UMM staff, community gardeners and volunteers and college age interns. Basic job duties include: Supervising the college intern program, working with partner organizations, gardeners and community volunteers to grow the community garden successfully.

### **Primary Job Duties:**

- a. Coordinate day-to-day activities of community gardens
- b. Coordinate youth education classes with partner organizations
- c. Supervise the college intern program
- d. Outreach to community groups and individuals
- e. Work with a diverse group of project participants and volunteers
- f. Report on all activities and outcomes
- g. Learn new skills as needed

### **Characteristics**

- a. Ability to work with diverse groups or individuals in indoor and outdoor settings
- b. Ability to work with minimal supervision and manage schedule independently

- c. Strong organization and management skills, including excellent follow through

**Experience, Educational and Skill Requirements:**

- a. Sustainable agriculture knowledge and hands-on vegetable gardening experience
- b. Regular outdoor work in a variety of weather conditions, including lifting of 50 lbs.
- c. Experience in establishing and conducting educational presentations to small or large groups
- d. Word processing, internet and e-mail skills
- e. Personal transportation and a good driving record
- f. Able to work evenings and weekends as needed
- g. Experience with topics such as: developing and managing programs, volunteer management, conflict management, staff supervision, teaching nutrition, community building with diverse populations

**Accountability:**

This position is accountable to the Director of Programs