



# HIGH COUNTRY CONSERVATION CENTER

## High Country Conservation Center -- Grow to Share Program

### Grow To Share Coordinator Position Description

#### Summary

Grow to Share (GTS) provides fresh, organic produce and nutritional education to qualifying Summit County residents. GTS is a formal program of the High Country Conservation Center (HC3) and offers community gardeners a way to minimize food waste by donating surplus vegetables to local families in need. All food donations are distributed to Women, Infants, & Children (WIC) and to the Family & Intercultural Resource Center (FIRC). Produce and nutritional education are offered directly to clients during home visits, office appointments, and garden workdays.

#### General Description of Duties

The GTS Coordinator will report to and work directly with the Summit CSA farmer, WIC staff, HC3 staff, volunteers, and community gardeners to ensure the successful operation of the program. This includes communicating with all partners to coordinate and manage a set schedule for weekly donation pick-up times and deliveries. This position is also responsible for maintaining reliable production in the Breckenridge Community Garden GTS plots and Dillon Valley Elementary (DVE) garden plots and geodesic dome. Volunteer scheduling and training will be required as needed to facilitate extra help in each location. You will also assist with the Summit CSA operations on a weekly basis.

#### Qualifications, Skills, and Attributes

- Passion for and desire to learn more about local food production and/or community food systems, environmental stewardship, conservation, and sustainability a must.
- A positive attitude, good physical health, the ability to work both independently and as part of a team in challenging weather conditions, and a flexible schedule are required.
- Must have experience working at least one to two seasons on a farm, in a garden, or within some type of community food system and should have basic knowledge of how to independently manage a garden. This includes bed prep, how to plant seeds, when and how to water, when to thin crops, how to scout for pests, and how to harvest produce.
- Must be willing to work hard, be able to multitask and strive for efficiency while maintaining a good sense of humor.
- Excellent interpersonal, organizational, and observational skills are required.
- Bachelor's degree preferred but not required.
- Current driver's license and vehicle are a must.
- Smoking is not permitted as tobacco can spread viruses and diseases that can transmit to crops.

### **Job Duties and Responsibilities**

- Participate in Food Safety orientation and review SOPs prior to starting work.
- Advertise the GTS program throughout community gardens and to home gardeners.
- Manage a regular pickup and distribution schedule for donated produce.
- Clearly communicate with gardeners about post-harvest handling of donated produce and ensure that coolers are clean and supplied with fresh ice.
- Prep, plant, maintain, harvest, and collect data as required to ensure GTS plots are successful.
- Acquire, schedule, and properly train volunteers and interns to help where needed.
- Communicate with WIC staff and community gardeners to ensure that the program needs are being met.
- Maintain keen observation skills and inform the farmer about any issues in the dome and greenhouses including pest activity, mildew, fungus, irrigation leaks, necessary repairs, etc.
- Assist with daily CSA greenhouse opening and closing duties. When possible, participate in the plastic installation and removal days.
- Assist in weekly CSA harvesting and share preparation and help in the CSA day to day operations as needed.
- Facilitate greenhouse tours and educational workshops as necessary.

### **Position Information and Benefits**

This position is part-time, seasonal and will endure approximately 575-600 hours from May through October (about 20-25 hours per week). There is flexibility for this position to require a minimum of only 10 hours per week for about 200 hours total for the season. The GTS Coordinator will be an independent contractor of the High Country Conservation Center. Hired help will not be eligible for overtime, benefits, or tax withholding from HC3. We require a W-9 and independent contractor memorandum of understanding (contract) upon hire.

### **Application Process**

Submit résumé and cover letter to Kyla Laplante at [kyla.laplante@gmail.com](mailto:kyla.laplante@gmail.com) by April 1st. We will be hiring for this position immediately (start date May 1st) and may choose to hire a candidate prior to the application deadline. During this time phone interviews will be held to follow all public health protocols.