



## Training and Grounds Coordinator

### **General Description:**

The Training and Grounds Coordinator is collaborative supporter and a member of the team with the objective to support the mission of Central Iowa Shelter & Services and the clients served by overseeing the grounds, as well as participating in the implementation and ongoing operations of Mulberry Farms & Food, an onsite work readiness program utilizing CISS gardens and growing dome and Community Kitchen. They will oversee the design, implementation, and ongoing work readiness training of clients participating in the three part program. In addition he/she will serve as a job developer, networking for employment placements once participants have completed the training. The Training and Grounds Coordinator will maintain the grounds of the organization, directing staff, clients and volunteers who are involved in the process and oversee the upkeep of equipment and supplies. The Training and Grounds Coordinator will make sure the grounds are maintained, which entails daily and weekly schedules as well as determining and scheduling projects.

This person will assist in oversight of program participants to complete the seeding, planting, weed and insect control, soil enhancement, cover cropping, and irrigation of the gardens. The position requires a clear communicator, both verbal and written, organized with effective time management skills, demonstrating a willingness to learn and adapt, with the highest standards of behavior, collaborative manner and work ethic. This is a full-time position. The schedule for this position requires day hours, evening and weekend hours; these hours will be scheduled on a consistent basis between the successful candidate and the Mulberry Café' Manager, who serves as supervisor.

### **Duties/Responsibilities:**

Directly or through supervision of First Work participants maintains attractive grounds, performing basic functions as cutting grass, care of flowerbeds, and other duties.

- Coordinates the Mulberry Farms & Food Program, serving as both the internal and external “face” of the program and maintaining effective working relationships with the participants, other staff of the program, supervisory personnel and the public.
- Designs, schedules, teaches, and evaluates program participants alongside the Chief Operations Officer and Mulberry Café' Manager and subject matter experts

- Works directly with the CISS Kitchen team to determine what specific crops, and in what amount, will be grown each season.
- Plans and implements annual planting schedule and manages seasonal garden tasks.
- Monitors soil moisture, adjusts irrigation settings, and monitors plant health.
- Assists with all aspects of planting and tending the garden, including transplanting, seeding, weeding, thinning, fertilizing, organic pest control, pruning, harvesting, compost management, etc.
- Prepares new beds for planting.
- Grows and harvests as many vegetables/herbs as possible on-site for use in the kitchen at CISS, including as much season extension as is possible/logical.
- Supervises the participants in the production/garden arm of Mulberry Farms & Food Trainees.
- Designs, implements, and conducts ongoing work readiness training of clients participating in the program. This may be classroom workshops or field-based trainings. Collaborates to develop and continuously improve lesson plans.
- Recruits experts to assist in components including farmer, chef, etc. Oversees and coordinates special instruction classes completed by experts.
- Explains nature of Mulberry Farms & Food program, procedures and services to clients. Explains the benefits, advantages and encourages clients to participate. Existing clients are continually engaged, encouraged and welcomed to participate. Oversees application process and acceptance criteria.
- Works individually with clients and in small groups. Assesses experience, skills and limitations of clients to successfully evaluate the performance of client participants.
- Works with targeted businesses to develop employment opportunities for clients upon completion of the training program. Serves as the primary contact person for employers and maintains a database of employment partners. Monitors and tracks successful placements. Follows up with employers regarding job placement status.
- Creates and maintains client files which will track individual needs, assessments, strategies and progress related to their ongoing participation in Mulberry Farms & Food.
- Maintains records of pertinent program related information and compiles required reports. Collects data including employment placements. Prepares and submits monthly activity report following established procedures.
- Requisitions necessary tools and equipment supplies.
- Assists in the management of program area budgets.

### *General Duties/Responsibilities*

- Responds to inquiries, phone calls, and e-mail in a timely and responsive manner.
- Other duties as assigned.

### **Qualifications, Experience and Abilities:**

- As a prerequisite, the successful candidate must believe in the core values of Central Iowa Shelter & Services and be driven by the mission of the organization.
- Experience working with gardens and working knowledge of gardening practices is preferred.
- Experience teaching, working with volunteers and/or organizing community activities is required.
- Ability to perform physical work, including working in outdoor elements and lifting up to 50 lbs. unaided is required.
- Experience working with one or more of the following: individuals experiencing homelessness, mental health related issues, substance abuse, domestic violence, HIV/AIDS related issues, and with those living in poverty.
- Ability to establish and maintain professional boundaries in working with clients.
- Excellent written and verbal skills in the English language. Bilingual English-Spanish preferred.
- Demonstrates a positive attitude, self-motivation, organization, and resourcefulness while maintaining a reputation through proven action of being client oriented.
- The successful candidate will have the ability to work well under stressful conditions, negotiate different personalities and work under competing priorities while managing a variety of tasks.
- Must be prompt and dependable.
- Able to work with minimum day to day supervision.
- The nature of this work is also somewhat unpredictable and the Training and Grounds Coordinator should have flexibility to work some evenings and weekends, particularly at the peak of the growing season.
- Demonstrated proficiency in using Microsoft Outlook, Word, Excel and other applications as well as experience using and entering data into HMIS or other client databases.
- Must possess valid Iowa Driver's license as at times the successful candidate may drive a CISS vehicle.

### **Position is open until filled**

*Central Iowa Shelter & Services is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.*