



In the soil of our urban farm and garden, people find the tools they need to build a home in the world.



Training and Education Supervisor

Hours: 40 hours/week; including occasional weekend, holiday and evening hours

Salary: starts at \$18/hour with opportunities for incremental increases (equivalent to \$37,500 annually)

Benefits: Health benefits, 16 days paid vacation, 6 days paid sick leave and 9 paid holidays; lunch provided during crew/trainee work-week

Reports to: Executive Director

Job Category: Supervisor

Area of Focus: Homelessness, Job training, Farming and Agriculture, Social Entrepreneurship, Community

Applications: Mail resume, cover letter and contact information for three references to Darrie Ganzhorn, Executive Director, P.O. Box 617, Santa Cruz, CA 95061 or email to darrieg@homelessgardenproject.org. Resumes will be accepted until position is filled.

Description of Organization and General Function

The **Homeless Garden Project (HGP)**, a 501(c)3 nonprofit based in Santa Cruz, CA, provides job training, transitional employment and support services to people experiencing homelessness. In complement, HGP operates a vibrant community volunteer and education program. The training, employment, education and volunteer programs take place in a 3.5 organic farm and related enterprises.

Homeless Garden Project is in an exciting period of growth as we prepare to move from a temporary 3.5-acre farm site to our new permanent 9-acre farm site which. This new site will allow us over time to triple paid job training and transitional employment capacity by growing from 17 to 50 positions per year.

HGP seeks an experienced and dedicated individual to lead job training and education activities and provide appropriate supervision to people who are experiencing homelessness who wish to

www.homelessgardenproject.org

MAIL
PO Box 617
Santa Cruz, CA 95061

PHONE
(831) 426-3609

FARM
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find a stable productive place in society. We specifically seek an enthusiastic, organized person skilled in adult education, training, and supervision to supervise activities on our 3.5-acre organic farm and in related enterprises.

The ideal candidate will also have experience working with individuals facing homelessness and/or mental health challenges, and a horticultural/agricultural background. The Training & Education Supervisor will work to create and maintain a productive workplace conducive to the development and practice of job readiness skills, efficiency, and horticultural skills.

The unique goals of our job training and transitional employment program require regular and consistent feedback on work performance and behaviors to trainees. The Training & Education Supervisor will play an important role in modeling, practicing and reinforcing work-readiness lessons to trainees.

The Training & Education Supervisor will supervise trainees in executing the farm and workshop's daily and weekly work priorities set by the Farm Manager & Value-Added Enterprise Manager, while ensuring the learning environment necessary for trainees to develop workplace behaviors, skills and knowledge and providing trainees with increasing levels of responsibility.

Our training and transitional employment is seasonal, with trainees moving from farm to the Value-Added Enterprise workshop in the fall, January and February trainees are at both farm and workshop, and participate in the Job Series Workshop. The Training and Education Supervisor moves with trainees and is responsible for supervision through the year.

The Training & Education Supervisor will work closely with the Farm Manager and Value-Added Enterprise Manager to fulfill production goals, as well as with Social Work interns and the Social Work Program Manager to understand trainee life goals, strengths, and barriers to full participation in the training program. The Farm Supervisor will also work with the Executive Director to develop the training program and evaluate program goals.

Responsibilities:

Under the general supervision of the Executive Director, the Supervisor is directly responsible for the job-training and education component of the transitional employment program. The Supervisor assists in planning and implementation of all aspects of the program, to include production, and marketing for Natural Bridges Farm and the Value-Added Enterprise.

Job Training/Education:

- Responsible for supervision of trainees participating in job training program.
- With Executive Director, hires trainees into program according to hiring criteria
- Planning, implementation, and supervision of our job-training program. This involves daily infield teaching and maintaining a safe, productive work site.

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- Develop and implement lectures and hands-on training programs for trainees; training in general workplace skills and behaviors such as problem solving and social skills.
- Conduct training in horticulture and production skills such as propagating and tending annual and perennial crops, composting, bed preparation, irrigation, dried flower wreath production.
- In coordination with the Farm Manager and Value-added Enterprise Manager, leads the daily management of work crews and assignment of garden or workshop duties to trainees, interns, volunteers, and community service workers.
- Conduct regular evaluations of trainees' progress in technical and general work skills.
- Facilitate regular meetings with trainees and individual meetings as needed.
- Serve as a positive role model.
- Provide oversight to kitchen volunteers and trainees to support Tuesday-Friday lunch production.
- Follows all aspects of trainees' program, year-round.

Supervision:

- Lead the supervision of trainees and participants in program; provide support in supervision of interns, and volunteers.
- Enforce the policies of the Homeless Garden Project, including reliability, tardiness, and drug/alcohol abuse.
- Conflict resolution and management
- Provide support to help each trainee meet their personal goals that increase their long-term personal and economic stability.
- Share with staff (Farm Manager, Value-Added Enterprise Manager and Executive Director) the results of regular performance and skill "check ins" with trainees.
- Facilitate weekly circle meetings of staff and trainees.
- Coordinate with social work interns and attend their weekly meeting with Social Work Program Manager.

Farm and Value-added Enterprise Production:

- Assign job posts to meet production and training needs.
- Assist with planting, maintenance, and harvesting of all farm products.
- Assist in the planning and implementation of all production goals for the farm.
- Assist in the implementation of marketing strategy for CSA and Enterprise.
- Assist in production of Value-added Enterprise products.
- Ensure quality of all production through proper training and supervision.

Public Relations:

- Perform outreach about openings in the training and transitional employment program with goal of keeping all positions full.
- Knowledgeably represent the organization and its programs to the community at large, presenting talks, lectures and guided tours to donors, civic organizations or visiting groups, together with a trainee whenever possible.
- Maintain and foster relationships with other public and nonprofit agencies, businesses and individuals.

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- Other duties as assigned

Skills:

- Excellent communication skills
- Strong physical labor skills (e.g. sit, stand, bend, lift, walk, carry)
- Working knowledge of organic gardening and farming methods
- Demonstrated ability to make assignments and follow up on completion/evaluation
- Demonstrated ability to both follow and give directions, seek assistance, when needed
- Requires ability to work occasional evening hours and weekends; in all weather conditions
- Organization and timeliness; attention to detail
- Demonstrated ability to organize, delegate, give direction, monitor others

Qualifications:

- At least two years of very broad horticultural experience
- Experience with supervision, adult education and training
- An academic degree, equivalent work experience, or a combination of both, in one or more of the following areas: horticulture, horticulture therapy, organic gardening, social science, human services, environmental science, or related field
- Able to effectively work with all populations to include: individuals with mental illness, disadvantaged youth, homeless, students and community members
- Demonstrated ability to work successfully as part of a team

Desirable skills:

- Bi-lingual/bi-cultural background
- Effective and positive interpersonal and management skills
- Experience with creating and managing budgets
- Aptitude for craft workshop production
- Commitment to sustainable agriculture and food systems
- Experience with social justice issues and affected populations
- Familiarity with basic social work principles

We are proud to be an equal opportunity workplace dedicated to cultivating a diverse and inclusive work environment. We believe that diversity is essential to achieving our mission. HGP does not discriminate in employment on the basis of race, color, religion, sexual orientation or gender identity, or parental status. We strongly encourage people of all races, ethnicities, gender identities, sexualities, classes, and religious identities to apply.

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