



## Internal/External Posting Pending Funding

### GARDENS Education Co-ordinator Health Promotion

**Contract Position: 28 hours per week**

**Contract Period: July 2020 - August 2020 (8 weeks) with possible extension**

**Salary: \$15.85 per hour**

**This is a summer job opportunity for full-time college or university students, aged 18-29 years, intending to return to full time post – secondary school in September 2020.**

LAMP Community Health Centre is a multi-service, community based charitable organization that provides a wide range of programs and services to improve a person's health. LAMP uses a co-ordinated approach to connect people to medical services and other programs that build personal resources. By providing services that improve physical, emotional, social and economic well-being, people can better control their health and environment.

#### Job Summary

The GARDENS Education Co-ordinator will be responsible to ensure all aspects of the GARDEN Pod Project are carried out and completed. Highlighted tasks include; providing education sessions (in accordance with Toronto Public Health- Covid 19) on horticultural practices for Pod Providers and community at large, outreach and marketing of education program, volunteer management program,

The GARDENS Community Pod Project is similar to the concept of a community garden except this garden model tends to be smaller mobile raised beds making it simple to locate throughout the community. These garden pods are set up and cared for by the Pod Planter Providers (residential or institutional/business pods volunteers) where a portion of harvest is given back to the community. For more information on the GARDENS, please visit our website at <http://www.gardenslakeshore.ca>

This position is funded in part by the Government of Canada's Summer Work Experience program.

## Primary Responsibilities

### Education /Training/Outreach

- In conjunction with the GARDENS Council develops and implements an education work plan for the summer (virtual) that promotes gardening, connecting with nature and sustainable lifestyle
- Co-ordinates instructors/facilitators to instruct certain education sessions
- Develop outreach and marketing strategy ie) social media, press release, emails,
- Assist with supporting Good Food Market, and other venues to promote the GARDENS project
- Assist with data entry and tracking of the produce harvest from various sites
- Assist with the co-ordination of pick up & harvest when needed
- Effectively communicate with the public with questions and concerns
- Develop education evaluation process and provide final summary
- Attend GARDENS Advisory Council meetings providing an updates
- Write up a final report noting highlights, improvements, recommendations
- Develop a donor database and communicate with potential donors for funding
- Assist with the end of the year harvest and volunteer appreciation event.
- Other tasks as required.

## Required Qualifications

- Minimum of one year completed post-secondary education ideally in program related to horticulture, environment, health and/or nutrition.
- Registered as a full time student in previous year and returning full time in September 2020.
- Must between ages 18-29 years old.
- Strong interest and experience in gardening and horticulture practices.
- Demonstrated co-ordination skills, good time management and organizational skills and ability to work under a tight timeline.
- Excellent co-ordination and communication skills, both verbal and written, with the ability to clearly convey information and ideas with partnership organizations, potential sponsors/donors, volunteers and the public.
- Knowledge and interest in health, nutrition, food security and health promotion.
- Well-developed interpersonal skills necessary to work effectively across all levels of the organization's diverse workforce.
- Positive attitude and dependable with strong initiative, leadership and the ability to work both independently and in a team oriented atmosphere.
- Open minded, eager and willing to constantly learn and improve oneself.
- Knowledge of LAMP Community Health Centre, the South Etobicoke community, and/or a second language that is reflective of the community being served are all preferable assets.
- Must be willing to work 28 hours per week according to the time period indicated.
- Must be a Canadian Citizen.
- Driver's license considered an asset.

### Proficiency in the Following Computer Skills

- Solid working knowledge and ability to navigate a PC windows environment, including shared drives.
- Strong skills and experience using Microsoft applications (Word, Outlook, Publisher).
- Strong skills and ability to easily navigate social media environment.

### Working Conditions

- Ability to effectively understand the appreciation of guiding fundamentals at LAMP, i.e. Health Promotion, Anti-Oppression; Harm Reduction and the principles of community-based practice.
- Some evening work (1 or 2 days) and weekend as required.
- Job requires some lifting at least 25lbs.
- Willing to travel through-out South Etobicoke to connect with Pod Providers and other social service agencies.

### Physical Requirements

- Some data entry, with periods of time sitting stationary in front of a monitor while keyboarding.
- Ability to balance all job requirements in a busy atmosphere, including responding promptly to all communication
- Demonstrates good and safe work habits, and maintains a clean working environment.
- Ensures full compliance with LAMP's Health & Safety regulations and LAMP's policies and procedures.
- Ensures that staff and clients are compliant with LAMP's Health & Safety regulations and LAMP's policies and procedures, including the immediate reporting of any breaches of Health & Safety or Environmental incidents, accidents or concerns to their respective manager/supervisor and/or the Director, Human Resources and Operations.

*LAMP Community Health Centre is dedicated to achieving a workforce that reflects the diversity of the community it serves and encourages applications from equity seeking groups.*

Please send your resume with a cover letter to **Human Resources:**

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|--------------------------|---|
| <b>Email Address</b>     | <b>recruiting@lampchc.org</b>   |
| <b>Subject</b>           | <b>Job Opening for GARDENS Education Co-ordinator, Health Promotion</b> |
| <b>Internal Deadline</b> | <b>5:00pm on Wednesday June 17, 2020</b>                                |
| <b>External Deadline</b> | <b>5:00pm on Wednesday June 24, 2020</b>                                |

*We thank all applicants for their interest. However, only those selected for interviews will be contacted. No phone calls please.*