

ART IN THE GARDEN TEEN GARDEN PROGRAM MANAGER

OMA Center for Mind, Body, and Spirit is a non-profit organization devoted to holistic wellness for all people. Art in the Garden, an educational program of OMA, is a free summer program held in Borland Garden in East Liberty and the African Healing Garden in Larimer. Art in the Garden seeks to enable youth to grow in connectedness to themselves, each other, and the earth. For more information about OMA visit: www.omapittsburgh.org.

The **Teen Garden Program Manager (TGPM)** runs the Teen Program for Art in the Garden (AITG) youth ages 12-18. The TGPM trains teen leaders to serve as junior and senior counselors for AITG, with a strong focus on food justice and ecology, the arts, and well-being. Through Pittsburgh's Learn and Earn program, youth ages 14-18 will have paid positions as Senior Counselors with AITG and the TGPM will be their mentor. Youth ages 12 and 13 will have a slightly different experience as they will not be participating in the Learn and Earn program. The TGPM will support other AITG teachers by serving as a resource and leader of ecological programming (i.e. programming around such topics as soil health, growing herbs, irrigation techniques, polyculture development, natural pest control). The TGPM is responsible for coordinating program logistics for the Teen Program. The TGPM will also communicate as needed with parents/caregivers. The TGPM will collaborate with community partners (teaching artists). The TGPM will engage youth in restorative justice approaches to addressing conflict (instead of punitive approaches). In short, we're looking for an emotionally mature, experienced and energetic farmer/gardener with strong youth leadership skills. The TGPM will report to the Lead Teacher. All Art in the Garden staff must be able to work collaboratively with individuals with varied experiences and expression, including race, socioeconomic status, national origin, religious background, sexual orientation, gender identity, and ability.

Responsibilities:

- Engage youth ages 12-18 in experiential activities centered around food justice which support social and emotional development and resiliency
- Support youth when working with teaching artists to create mosaics, develop conflict transformation skills through theater, and modeling behavior with children when dancing and drumming, etc.
- Create nurturing, positive and safe outdoor community and environment
- Participate as an active team member with teaching colleagues, administrators, and youth family members by attending meetings and building community
- Communicate as needed with parents/caregivers in a positive, clear and timely manner

Applicants for this position must have the following:

- Experience in outdoor education and food justice or social justice
- Knowledge of or strong interest in trauma-informed care, restorative justice and non-violent communication
- Ability to build strong, individual relationships with teaching colleagues, youth and families
- Passion for creating an engaging and nurturing learning environment for youth of various ages and abilities
- Ability to lead seed starting/saving, plant propagation, and soil health
- Light carpentry skills (building raised beds, etc.)
- Knowledge of or interest in maintaining composting toilet system in gardens
- Educational philosophy that is consistent with that of OMA
- Pennsylvania Child Abuse History Clearance (Act 33), Pennsylvania State Police Criminal Record Clearance (Act 34), and FBI Criminal Background Check (or ability to obtain before the start of camp)

Knowledge of the following is a plus:

- Meditation practice or interest
- Curriculum development
- Experience with permaculture, agroforestry, urban forestry
- Familiarity with techniques that re-generate the health of ecosystems while providing for human needs

This position is 25 hours/week June 24-August 22 (M–Th 8:30 am–1:30 pm & 5 additional hours/week). Pre and post program 5 hours/week May 6 to June 21 & August 26 (flexible schedule). Compensation paid through a contractual agreement based on \$20/hour. There are two **required** Surviving to Thriving sessions June 15th and August 10th. In-depth description at: <https://www.ioby.org/project/art-garden-2019>. **To apply, send cover letter, resume, and 3 references to artinthegardenpgh@gmail.com with the subject "Art in the Garden TGPM Application."** **Applications accepted on a rolling basis until APRIL 15th, 2019.** Due to staffing we cannot reply to every applicant. *OMA celebrates and supports a community of individuals with varied experiences and expression, including socioeconomic status, race, national origin, religious background, sexual orientation, gender identity, and ability.*

ART IN THE GARDEN LEAD TEACHER

OMA Center for Mind, Body, and Spirit is a non-profit organization devoted to holistic wellness for all people. Art in the Garden, an educational program of OMA, is a free summer program held in Borland Garden in East Liberty and the African Healing Garden in Larimer. Art in the Garden seeks to enable youth to grow in connectedness to themselves, each other, and the earth. For more information about OMA visit: www.omapittsburgh.org.

The Lead Teacher oversees all camp activities, coordinates program logistics with community partners (teaching artists and environmentalists) and teaching staff, and creates a positive, supportive environment for youth campers as well as for Junior and Senior Counselors from the Teen Program. The Lead Teacher is responsible for leading experiential activities that engage youth ages 4-11 and for supporting and modeling how to support the social and emotional needs of all youth. The Lead Teacher needs a strong personal understanding of how to support youth in growing in connectedness to themselves, each other, and the earth and in their knowing that we are all whole and all belong. The Lead Teacher is responsible for extending the weekly themes from Art in the Garden's curriculum--such as recognizing emotions, basic goodness, perspective-taking, gratitude, resilience, and compassion--in every aspect of camp experience, not only organized lessons. The Lead Teacher directs the entire teaching staff during camp hours. In short, we're looking for an emotionally mature, energetic person with strong leadership, teaching, and conflict transformation skills who has a passion for leading a summer program and nurturing young people. The Lead Teacher will report to the Program Manager. All Art in the Garden staff must be able to work collaboratively with individuals with varied experiences and expression, including race, socioeconomic status, national origin, religious background, sexual orientation, gender identity, and ability.

Responsibilities:

- Lead the entire staff during camp hours
- Create nurturing, positive and safe outdoor community and environment
- Lead teaching colleagues in executing lessons, using varied methods of instruction
- Engage youth ages 4-11 in experiential activities centered around art and gardening
- Participate as an active team member with teaching colleagues, administrators, and youth family members by attending meetings and building community
- Participate in data collections and meet with leadership group to assess the program
- Track daily attendance
- Communicate regularly with families in a positive, clear and timely manner through a variety of means, including email, telephone, and in person

Applicants for this position must have the following:

- A Bachelor's degree
- Experience working with youth
- Knowledge of or strong interest in trauma-informed care, restorative justice and non-violent communication
- Ability to build strong, individual relationships with teaching colleagues, youth and families
- Passion for creating an engaging and nurturing learning environment for children of various ages and abilities
- Educational philosophy that is consistent with that of OMA
- Pennsylvania Child Abuse History Clearance (Act 33), Pennsylvania State Police Criminal Record Clearance (Act 34), and FBI Criminal Background Check (or ability to obtain before the start of camp)

Preferred experience:

- Teaching K-8 students
- Meditation practice or interest
- Arts and outdoor education

This position is 25 hours/week June 24-August 22 (M–Th 8:30 am–1:30 pm & 5 additional hours/week). Pre-and post program hours are 5 hours weekly: June 3, June 10, and June 17 and the week of August 26 (schedule is flexible). Compensation paid through a contractual agreement based on \$25/hour. There are two **required** Surviving to Thriving sessions June 15th and August 10th. In-depth description at: <https://www.ioby.org/project/art-garden-2019>. **To apply, send cover letter, resume, and 3 references to artinthegardenpgh@gmail.com with the subject "Art in the Garden TGPM Application."** **Applications accepted on a rolling basis until APRIL 15th, 2019.** Due to staffing we cannot reply to every applicant. *OMA celebrates and supports a community of individuals with varied experiences and expression, including socioeconomic status, race, national origin, religious background, sexual orientation, gender identity, and ability.*

ART IN THE GARDEN ASSISTANT TEACHER

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The Assistant Teacher is responsible for helping to create a positive, supportive environment for youth campers ages 4-11 as well as for Junior and Senior Counselors who are part of the Teen Program. In collaboration with Art in the Garden (AITG) teaching staff and community partners (teaching artists and environmentalists), the Assistant Teacher is responsible for leading experiential activities and consistently supporting the social and emotional needs of all youth. The Assistant Teacher needs a strong personal understanding of how to support youth in growing in connectedness to themselves, each other, and the earth and in their knowing that we are all whole and all belong. The Assistant Teacher is responsible for supporting the extension of weekly themes from Art in the Garden's curriculum--such as recognizing emotions, basic goodness, perspective-taking, gratitude, resilience, and compassion--in every aspect of camp experience, not only organized lessons. The Assistant Teacher is responsible for keeping all camp materials, stations, and facilities organized for youth and adults. In short, we're looking for an emotionally mature, energetic, organized person with strong collaborative, teaching, and conflict transformation skills who has a passion for engaging and nurturing young people. The Assistant Teacher reports to the Lead Teacher. All Art in the Garden staff must be able to work collaboratively with individuals with varied experiences and expression, including race, socioeconomic status, national origin, religious background, sexual orientation, gender identity, and ability.

Responsibilities:

- Create nurturing, positive and safe outdoor community and environment
- Support the Lead Teacher in engaging youth in experiential activities centered around art and gardening
- Communicate regularly with parents/caregivers in a positive, clear and timely manner through a variety of means, including email, telephone, and in person
- Keep all camp materials, stations, and facilities organized for youth and adults
- Participate as an active team member with teaching colleagues, administrators, and youth family members by attending meetings and building community
- Communicate regularly with families in a positive, clear and timely manner through a variety of means, including email, telephone, and in person.

Applicants for this position must have the following:

- Experience working with youth
- Knowledge of or strong interest in trauma-informed care, restorative justice, and non-violent communication
- Ability to build strong, individual relationships with teaching colleagues, youth and families
- Passion for creating an engaging and nurturing learning environment for children of various ages and abilities
- Educational philosophy that is consistent with that of OMA
- Pennsylvania Child Abuse History Clearance (Act 33), Pennsylvania State Police Criminal Record Clearance (Act 34), and FBI Criminal Background Check (or ability to obtain before the start of camp)

Preferred experience:

- Arts and outdoor education
- Meditation practice or interest

The Assistant Teacher is a part-time position: 22 hours/week June 24-August 22 (M–Th 8:30 am–1:30 pm & 2 additional hours/week). Pre-program hours are 5 hours weekly: June 10 and June 17 (flexible schedule). Compensation paid through a contractual agreement based on \$15/hour. There are two **required** full day Surviving to Thriving training sessions: June 15th and August 10th There are two **required** Surviving to Thriving sessions June 15th and August 10th. In-depth description at: <https://www.ioby.org/project/art-garden-2019>. **To apply, send cover letter, resume, and 3 references to artinthegardenpgh@gmail.com with the subject "Art in the Garden TGPM Application." Applications accepted on a rolling basis until APRIL 15th, 2019.** Due to staffing we cannot reply to every applicant. *OMA celebrates and supports a community of individuals with varied experiences and expression, including socioeconomic status, race, national origin, religious background, sexual orientation, gender identity, and ability.*

ART IN THE GARDEN PROGRAM MANAGER

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The Program Manager supports the day-to-day operations of Art in the Garden (AITG). Pre-program the Program Manager works with the Program Director to interview and hire new staff and develops and run staff orientation. The Program Manager heads program publicity and outreach. The Program Manager collaborates in the development of programming and curriculum based on data and objectives. The Program Manager organizes and supports data collection and presentation. The program Manager needs to be attentive to detail and have strong math skills in order to manage camp budget and billing, create camp schedule and coordinate logistics between sites and community partners. The Program Manager supports teacher growth through weekly check-in meetings with staff (and teen leaders). The Program Manager collaborates in planning two Surviving to Thriving training sessions. The Program Manager helps to plan the end-of-summer gathering for neighbors, families, community partners, and donors.

Responsibilities:

- Coordinate logistics between sites and community partners as well as with the program lunch supplier
- Write contracts and make schedules
- Manage camp budget and billing
- Order supplies based on camp needs
- Support relationship between AITG staff and families and community gardeners at Borland Garden and the African Healing Garden to ensure that the program is mutually beneficial
- Assist in creating end-of-summer gathering to build community among AITG families, gardeners, neighbors, community partners, and donors
- Participate in data collection and attend meetings with leadership to develop the program according to best practices

Applicants for this position must have the following:

- Bachelor's degree
- Advanced written and verbal communication skills
- Background in teaching and coaching teachers
- Knowledge of or strong interest in trauma-informed care, restorative justice and non-violent communication
- Ability to build strong, individual relationships with teaching colleagues, youth and families
- Ability to communicate clearly with a variety of stakeholders
- Strong organizational skills
- Proficiency in Google Drive and Microsoft Office and proficiency in Quickbooks a plus
- Proactive, responsible, and able to complete tasks independently

Preferred Experience:

- Budgeting and light accounting
- Event/program coordination

The **Program Manager** is a part-time position. Compensation paid through a contractual agreement based on \$25/hour. March 1-October 15th; 10 hours/week average. There are two **required** full day Surviving to Thriving training sessions June 15th and August 10th. In-depth program description at: <https://www.ioby.org/project/art-garden-2019>. **To apply, send cover letter, resume, and 3 references to artinthegardenpgh@gmail.com with subject line "Art in the Garden TGPM Application."** *OMA celebrates and supports a community of individuals with varied experiences and expression, including socioeconomic status, race, national origin, religious background, sexual orientation, gender identity, and ability.*

ART IN THE GARDEN INTERNSHIP

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The **Art in the Garden Internship** is for anyone over the age of 18 who is interested in gaining experience working with youth in a garden environment and is passionate about helping youth develop social-emotional skills and resiliency. The intern will support the Lead Teacher, Assistant Teacher, and Teen Garden Program Manager in the day-to-day details and logistics of camp operation. This internship has a flexible focus depending on the interests and passions of the applicant! Interns report to the Assistant Teacher. All Art in the Garden staff must be able to work collaboratively with individuals with varied experiences and expression, including race, socioeconomic status, national origin, religious background, sexual orientation, gender identity, and ability.

Responsibilities:

- Create nurturing, positive and safe outdoor community and environment
- Support the teachers in engaging youth in experiential activities centered around art and gardening
- Participate as an active team member with teaching colleagues, administrators, and youth family members by attending meetings and building community
- Keep all camp materials, stations, facilities, and the shed organized for youth and adults
- Pick up lunch daily from Earthen Vessels (must have a personal vehicle) and manage all food-related needs
- Keep all camp materials, stations, facilities, and the shed organized for youth and adults
- Communicate with parents in a positive and clear manner during pick-up and drop-off

Applicants for this position must have the following:

- HS diploma/ GED or 18+ years old
- Passion for creating an engaging and nurturing learning environment for children of various ages and abilities
- Strong communication skills for working effectively with youth, their family members, and colleagues
- Educational philosophy that is consistent with that of OMA's vision and mission
- Pennsylvania Child Abuse History Clearance (Act 33), Pennsylvania State Police Criminal Record Clearance (Act 34), and FBI Criminal Background Check (or ability to obtain before the start of camp)

Preferred experience:

- Food justice, social justice, restorative justice, non-violent communication
- Passion for arts and outdoor education

This is a part-time internship with a stipend of \$450. Intern(s) will work 20 hours/week June 24-August 22 (including camp hours Mondays–Thursdays from 8:30am–1:30pm). If your schedule doesn't allow for consistency around these dates/times we are happy to discuss alternate possibilities but this must be communicated during interview process. There are two **required** full day Surviving to Thriving training sessions June 15th and August 10th. In-depth program description at: <https://www.ioby.org/project/art-garden-2019>. **To apply, send cover letter, resume, and 3 references to artinthegardenpgh@gmail.com with the subject line “Art in the Garden TGPM Application.” Applications accepted on a rolling basis until APRIL 15th, 2019.** Due to staffing we will not be able to reply to every applicant. *OMA celebrates and supports a community of individuals with varied experiences and expression, including socioeconomic status, race, national origin, religious background, sexual orientation, gender identity, and ability.*

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ART IN THE GARDEN COMMUNITY ENGAGEMENT COORDINATOR

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The **Community Engagement Coordinator** develops Art in the Garden's engagement in the communities we serve and beyond. The Community Engagement Coordinator needs to feel connected with the AITG vision and be able to communicate it with community members. The Community Engagement Coordinator must have strong active listening skills and the ability to work collaboratively with individuals from diverse backgrounds and support them feeling heard. In a nutshell: We believe that education and system change is central to addressing trauma and building compassionate and resilient youth and communities. Our vision is that all will have access to skills to develop their resilience and compassion. We hope to be a holistic, comprehensive, and supportive model that addresses needs, raises awareness of possibilities in our education systems, and promotes the implementation of meaningful actions. *OMA celebrates and supports a community of individuals with varied experiences and expression, including socioeconomic status, race, national origin, religious background, sexual orientation, gender identity, and ability.*

Responsibilities:

- Represent Art in the Garden at meetings and outreach events at schools and community organizations
- Manage camp publicity and enrollment during the 4 week camper enrollment period
- Support relationship between AITG staff and families and community gardeners at Borland Garden and the African Healing Garden to ensure that the program is mutually beneficial
- Support data collection for development of programming
- Assist in creating end-of-summer gathering to build community among AITG families, gardeners, neighbors, community partners, and donors
- Participate in data collection and attend meetings with leadership to assess the program

Applicants for this position must have the following:

- Advanced written and verbal communication skills
- Ability to communicate clearly with a variety of stakeholders
- Strong organizational skills
- Proactive, responsible, and able to complete tasks independently

Preferred Experience:

- Community outreach
- Event/program coordination

The **Community Engagement Coordinator** is a part-time position. Compensation paid through a contractual agreement based on \$16/hour. 3 hours/week from May 6th–September 27th, 2019. There are two **required** full day Surviving to Thriving training sessions June 15th and August 10th. In-depth program description at: <https://www.ioby.org/project/art-garden-2019>. **To apply, send cover letter, resume, and 3 references to artinthegardenpgh@gmail.com with subject line “Art in the Garden TGPM Application.” Applications accepted on a rolling basis until APRIL 15th, 2019.** Due to staffing we will not be able to reply to every applicant. *OMA celebrates and supports a community of individuals with varied experiences and expression, including socioeconomic status, race, national origin, religious background, sexual orientation, gender identity, and ability.*

ART IN THE GARDEN PROGRAM DIRECTOR

37 weeks, 7 hours /week average. Compensation paid through a contractual agreement based on \$25/hour.

The Program Director develops Art in the Garden programming including the following: writes job descriptions; hires staff; develops and supports staff orientation; sets up systems to support Program Manager in developing program publicity, outreach, and enrollment; collaborates on the creation of camp brochure; communicates with community partners and sets up collaborations (with artists, ecologists, food suppliers, etc.); supports data collection; builds community and strong relationships with gardeners, programmers, and neighbors; develops curriculum; participates in Art in the Garden programming, working alongside staff, teachers, family members, and community partners in order to understand how the curriculum is working and ways to make it more effective; collaborates in planning two "Surviving to Thriving" trainings with a focus on youth, teacher and community needs; supports teachers in planning end-of-summer gathering for neighbors, families, community partners, and donors.

PROFESSIONAL DEVELOPMENT DIRECTOR

March 1- September 1, 5-7 hours/week average Compensation paid through a contractual agreement based on \$25/hour. This person works alongside the Program Director and Professional Development Assistant to develop and promote two "From Surviving to Thriving: Supporting Our Youth Through Collaborative Conversations and Learning Sessions." For the "Surviving to Thriving" sessions this person needs to develop and maintain relationships with community organizations and community members, secure event locations, organize workshop speakers, and oversee the budget. For each workshop, this individual needs to coordinate advertising and marketing, resource/exhibitor tables, create signage, coordinate security, food/beverage/linens, childcare, custodians, and audio visual support staff. Following each workshop, this person needs to review and collate feedback forms, review final budget, ensure accuracy of spending, and use data to drive the process of developing subsequent workshops. Additionally, the Professional Development Director spends time at Art in the Garden working alongside staff, teachers, and community partners in order to understand areas where teachers and staff would most benefit from Professional Development.