



Job Opening: Hunter Park GardenHouse Assistant Manager

Allen Neighborhood Center is hiring for one ¾ time (30 hrs/wk) Assistant Manager

This is a new position created to assist the Hunter Park GardenHouse Director in managing the demonstration farm at Hunter Park. The Assistant Manager will take primary responsibility for our free-to-all, you-pick community garden and orchard, Edible Park. This will include crop planning, volunteer coordination, planting, and crop maintenance. The Assistant Manager will also assist with production tasks in the main farm, where crops are grown for sale to ANC's multi-grower CSA program, Veggie Box. This position will also include agritourism responsibilities, including garden signage, regular public events in Edible Park, and coordination of farm tours and volunteer events. Position will be 30 hrs/week. Some weekend and evening hours will be required.

Assistant Manager Activities

- Assist HPGH Director with general farm tasks (planting, harvesting, cultivation, etc.)
- Edible Park Management
- Lead 3-4 Gardenhouse shifts per week
- Lead large volunteer groups.
- Lead group tours of GardenHouse site & programs
- Social media coordination- HPGH FB & contributions to ANC instagram
- Coordinate park signage and educational materials.
- Monthly Edible Park events during the growing season (community harvest days, foraging walks, etc.)
- Data collection such as harvest records, volunteer tracking, surveys from tours, etc.
- General site maintenance

Minimum Qualifications

- High school degree or GED certificate
- Minimum of 18 year of age, US citizen or permanent resident status
- Desire and ability to engage with a diverse group of youth and adults of all ages and backgrounds, particularly those living in low-income distressed neighborhoods
- Ability to function independently and in a team environment
- Knowledge and experience in vegetable farming/gardening
- Computer and organizational skills
- Excellent written and oral communication skills
- Regular access to a vehicle for transporting program supplies

Compensation Package – 3/4 time

Hourly wage commensurate with experience plus modest benefits, including health insurance, 3% employer match into retirement account and vacation & sick time.

Please send resume and cover letter by end of day Friday, December 10th to:

Egypt Krohn

egyptk@allenneighborhoodcenter.org

Allen Neighborhood Center

1611 E Kalamazoo

Lansing, MI 48912

About Allen Neighborhood Center

Established in 1999, Allen Neighborhood Center (ANC) is a hub for neighborhood revitalization and for activities that promote the health and well-being of residents and other stakeholders in the northeast quadrant of Lansing, MI. Signature projects include the Hunter Park GardenHouse, Allen Farmers Market, and the Outreach Office offering health enrollment and more, and Allen Market Place, a multi-functional food resource center and food hub. These programs have emerged from ANC's inclusive neighborhood forums, designed to address emerging issues, (e.g., food security and health access), and ensure the development of innovative, resident-driven strategies for community improvement.

The Hunter Park GardenHouse is a project of Allen Neighborhood Center, a 501(c)(3) organization in Lansing, Michigan. The GardenHouse serves as a demonstration site and hub for year-round garden education. Neighbors volunteer to grow food, flowers, and community; and youth develop job and life skills in service to the neighborhood. Since 2008, the Hunter Park GardenHouse has empowered neighbors to grow, prepare, and eat healthy food to better their health and become more connected with the community. We are open 5 days a week, and offer a wide assortment of programs.