



Urban Ministry Center Garden Coordinator

The **Urban Ministry Center** is an interfaith agency dedicated to bringing the community together to end homelessness, one life at a time.

UMC has five core values it uses when hiring and evaluating staff members. These are:

Heart for the Work

The UMC staff is truly passionate. We love what we do. We endeavor to be the very best at helping the people we serve, and our colleagues succeed, even when no one is watching.

Kind and Compassionate

The UMC staff is kind and compassionate. We offer comfort and strength, hope and support to each other and to the people we serve.

Results Oriented

The UMC staff is results oriented. We do not give up, even when faced with obstacles; utilizing flexibility and creative thinking.

Self-Care

The UMC staff values self-care, including caring for physical, emotional, and mental health care needs. Self-awareness allows staff to feel secure with their professional identity, including clarity of appropriate professional /personal boundaries and awareness of when to seek support from others.

Team Oriented

The UMC staff is appreciative, helpful, and team oriented. We treat everyone with respect, knowing that we will achieve more working together than alone.

The **UMC Garden Coordinator** is responsible for engaging the Charlotte community to learn more about the Urban Ministry Center through community gardening. The position is part-time and reports to the Chief Advancement Officer.

Essential Duties:

- Lead and maintain year-round all aspects of UMC Friendship Community Garden (including planting, harvesting, and maintenance)
- Coordinate and host monthly volunteer groups in conjunction with UMC Community Relations Specialist and other members of Advancement Team
- Cultivate and manage individual garden volunteers
- Cultivate and manage community partnerships
- Coordinate weekly garden visits with SABER program
- Manage UMC garden budget

- Meet with Chief Advancement Officer once a month and other Advancement Team members as needed.

Position Qualifications:

- Garden knowledge
- Experience working with volunteers
- Comfort level leading diverse groups of volunteers (children, corporations, church groups, etc.)
- Experience working with individuals who have experienced chronic homelessness, substance use issues, or mental health challenges desired
- Knowledge of and commitment to strategies to end homelessness
- Strong oral and written communication skills
- Superb collaborative skills and demonstrated success working with high-needs environment
- Creativity and strong problem-solving skills
- Willingness to work at least two Saturdays a month
- Flexibility in scheduling

Schedule:

The UMC Community Friendship Garden is maintained throughout the year with peak season requiring more time.

Saturdays

- March-October: Two Saturdays per month/two hours per session (approximately 9-11am)
- November-February: One Saturday per month/ two hours per session (approximately 10-noon)

Weekdays (Monday-Friday)

- April-September: Three mornings each week for two hours per session
- October-March: Three afternoons each week for two hours per session

To Apply

Please submit a cover letter and resume to jobs@urbanministrycenter.org.

Deadline for submission is Friday, February 22