

CREATIVE COMMUNITY LIVING SERVICES, INC.
500 E MAIN ST
WATERTOWN WI 53094

JOB DESCRIPTION COMMUNITY GARDEN COORDINATOR

I. DEFINITION

The Community Garden Coordinator is responsible to assist clients improve their health and wellbeing through physical activity opportunities, nutrition and wellness education and social connectedness activities through planting and growing a community garden.

II. REPORTING STRUCTURE

The Community Garden Coordinator reports to the Area Director.

III. FUNCTIONS

- A. Transports clients from Beaver Dam to Juneau two-three times per week.
- B. Ensures clients' medications are packaged and accompany the client during outing. Distributes medications at prescribed time and documents on Medication Administration Record.
- C. Coordinates with clients the planting and general maintenance (watering, weeding, etc.) of raised vegetable gardens at Fairfield in Juneau.
- D. Provides weekly exercise activities to clients that include walking and stretching.
- E. Coordinates with the regional nurse to provide monthly education on nutrition and fitness.
- F. Develops recipes with clients that incorporate vegetables grown from the garden.
- G. Coordinates with PDs to provide lunch and dinner during the visit (lunch-Saturday and dinner-Monday, Tuesday). Should include fruits and vegetables.
- H. Freezes vegetables according to established guidelines during the season to use during the winter months.
- I. Creates an end of season harvest celebration using vegetables grown and invite family members, grantors and CCLS leaders to attend.
- J. Implements and upholds all CCLS policies and procedures.

K. Attends all company mandated training as scheduled.

IV. RECOMMENDED QUALIFICATIONS

- A. High school diploma, its equivalent, or course work to include basic English.
- B. Has an acceptable criminal record and background information disclosure.
- C. Has acceptable pre-placement drug screening results.
- D. Holds a valid driver license with an acceptable driver record, access to a vehicle during work hours, and proof of insurance, if applicable.
- E. Is not listed with the Department of Health and Family Services or Regulation and Licensing or any other applicable state department or agencies with a finding of abuse/neglect/misappropriation of funds/property, if applicable.

The above statements reflect the general details necessary to describe the major functions of the position described and are not intended to be a detailed description of all the work that may be required.

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