



## **Apple Seeds Program Assistant**

Part-time. April-July 2024

Little Rock, AR

### **About Apple Seeds**

Apple Seeds is a nonprofit organization that works to educate and excite children about fresh fruits and vegetables while increasing access to healthy food. Our mission is to inspire healthy living through garden-based education. Apple Seeds offers experiential garden and culinary based education through programs in Northwest and Central Arkansas. For more information about Apple Seeds, visit <https://appleseedsnwa.org/>.

### **Job Description**

This Program Assistant position directly contributes to Apple Seeds' mission to inspire healthy living by engaging students in hands-on and empowering curriculum. The person in this role will excite students about fresh, nutritious foods, on a daily basis through our field trip and cooking class programs. The Program Assistant should anticipate that the primary function of the job is actively teaching and leading students in programs with additional responsibilities including assisting with program preparation, setup, and clean up.

### **Responsibilities**

- Lead students in hands-on and engaging garden, nutrition, and culinary based program curricula resulting in greater excitement for nutritious foods
- Foster a fun, safe, and encouraging environment for program participants in accordance with Apple Seeds policies and protocols
- Assist with oversight of interns and/or volunteers during programs, providing direction as needed
- Participate in Apple Seeds' trainings and onboarding prior to the start of programs
- Additional responsibilities to support program implementation may include: organization/preparation of materials, purchasing ingredients, collecting program survey data, and/or organization of relevant program details, such as student allergies, media releases, etc.

### **Skills and Qualifications**

- Passion for the mission of Apple Seeds and a commitment to the values of the organization which are respect, belonging, authenticity, engagement, and growth
- Experience teaching and working with children and a desire to help them learn in an outdoor or culinary environment
- Exceptional interpersonal skills to work with a diverse group of students, teachers, volunteers, community partners, and other stakeholders
- A positive, team focused, and solutions oriented attitude with excitement towards helping Apple Seeds' programs be successful
- An openness and drive for learning, assessing and improving one's work, and the ability to hear, reflect upon and implement feedback
- Ability to adapt and work well within a rapidly-changing environment

### **Position Requirements**

- Agree to and pass a criminal background check
- Willingness to work outside in hot and cool conditions
- Ability to support program implementation through a variety of formats including standing for up to 6 hours a day when setting up activities, teaching or assisting students, or cleaning up after the program and lifting up to 40 lbs.

- Access to reliable transportation to commute to various garden and school based locations for programs within the greater Little Rock area

**Hours**

This is a part-time position. Hours may vary week to week based on school program scheduling, but can expect around 15-25 hours per week during the school year, depending on availability and program schedules. Summer hours may range from approximately 10-20 hours per week.

**Compensation**

\$14/hr

**Work Space and Supervision:**

The Program Assistant will work at an Apple Seeds partner garden site, at participating schools during programming, and offsite for meetings with the Program Manager. The Program Assistant will be supervised by the Program Manager.

**Equal Opportunity Statement**

Apple Seeds is dedicated to providing equal employment opportunities to all individuals based on job related qualifications and ability to perform a job, without regard to age, sex, race, color, veteran status, religion, disability, sexual orientation, gender identity, marital status or national origin. People from these and other historically marginalized backgrounds are encouraged to apply.

**Application Instructions:** Applications will be reviewed on a rolling basis as submitted. Interested individuals should complete an application form as soon as possible to be considered for the opportunity. The application is located at the following link: [Program Assistant Application - Little Rock](#).