



Position Description

UCAN AmeriCorps members engage in meaningful service that meets critical community needs throughout Southwest Oregon. UCAN projects improve access to social services by bridging barriers to educational opportunities, mentoring, job skills development, employment resources, family stability, and having healthy futures. Our members engage clients in their dedicated service project, and then use their experience to recruit, retain, and support community volunteers in their project and host site. Our positions are a dynamic combination of serving in a dedicated project (85%) and engaging in civic and professional development opportunities, alongside our AmeriCorps cohort (15%).

SERVICE TERM

May 1, 2025 – July 31, 2025

(Full-time; 3 months – 450 hours)

MEMBER LIVING ALLOWANCE

\$5,100 living allowance paid over the 3-month service term

EDUCATION AWARD

\$1,956.35 Segal Education Award upon successful completion of the term of service

POSITION TITLE

Garden Assistant

PROJECT HOST SITE

Rogue Retreat Kelly Shelter

PROJECT LOCATION

Kelly Shelter, 685 Market Street, Medford, OR 97504

Main Office, 711 East Main Street #25, Medford, OR 97504

POSITION SUMMARY

The Garden Assistant is a core member of the Rogue Retreat Hope Garden Team. This position will help coordinate a volunteer team of community members and shelter guests to produce fresh produce for Hope Kitchen. Hope Kitchen feeds over 320 shelter guests each day at three locations. This position will help increase the access to fresh and healthy food for shelter guests and educate volunteers on the basics of gardening. During this two-month position, the member will work with staff and volunteers to set goals, recruit and train volunteers, and maintain a healthy and vital garden. No previous experience with food systems, nutrition, or farming is needed, although it is preferred. Ongoing training will be provided for the member. A successful candidate must have the desire to learn more about local food systems, nutrition, small scale farming, be a self-starter, and work well as part of a team. This position will report to the Social Enterprises Manager and Development Director. This position involves physically demanding gardening tasks, working outside in the warm weather, and interacting with diverse groups and people and populations.

ESSENTIAL RESPONSIBILITIES (to include, but not limited to)

- Lead volunteers daily for the following tasks: Harvesting, planting, propagating plants, weeding, cultivating, cleaning the area, and properly store tools and supplies.
- Irrigate the garden as needed and maintain the irrigation system.
- Educate shelter guests wanting to learn more about gardening and nutrition.
- Help develop a guide for maintaining the garden, providing education to guests and volunteers, and tracking the garden productivity.

- Evaluate the garden productivity and make recommendations for 2026.
- Answer questions from groups touring the shelter facilities with Rogue Retreat staff.
- Nurture relationships with community partners and groups.
- Weekly inventory of supplies.
- Foster a safe and enjoyable atmosphere for staff, volunteers, and guests.
- Implement and/or develop systems to inform Volunteer Management Goals.
- Complete and submit all necessary UCAN paperwork and reports in a timely manner.
- Attend and complete all UCAN training and service requirements including orientation, trainings, team meetings, and National Days of Service.
- Wear AmeriCorps apparel and/or appropriate identifiers while performing service or attending official events.

MARGINAL RESPONSIBILITIES (to include, but not limited to)

- Communicate with Rogue Retreat staff, guests, and volunteers.
- Aiding and leading outdoor education.
- Coordinate harvests with Hope Kitchen Staff.
- Identify and implement volunteer tracking and reporting tools.
- Attend All-Staff meetings/trainings, Social Enterprises bi-weekly meetings, and other required check-ins.

POSITION REQUIREMENTS

- Ability to train and work with diverse groups of people.
- Ability to plan and coordinate daily garden activities and oversee daily maintenance.
- Keep accurate records of daily tasks, monthly records for reporting.
- Ensure the garden is properly cared for.
- Tools are inventoried, stored properly, and kept in good condition.
- Teach sustainable gardening practices and techniques to volunteers and shelter guests.
- Coordinate with Hope Kitchen for harvest of vegetables.
- Maintain a tidy compost pile.
- Monitor the health of the garden and apply appropriate interventions as needed.
- Establish and enforce Kelly Shelter garden policies and guidelines.
- 17 years of age or older, at beginning of service term.
- U.S. citizen, U.S. national or lawful permanent resident.
- Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
- Ability to commit to the full term of service for which they are applying.
- Must successfully pass a National Service Criminal History Check provided through UCAN and/or Project Host Site.
- Regular and reliable attendance.
- Have not previously served four terms in an AmeriCorps*State or National program. Members are only eligible for the equivalent of two full-time education awards in their lifetime.
- Applicants must disclose if they have ever been removed for cause from any national service program.

PREFERRED QUALIFICATIONS

- Knowledge of organic gardening techniques and practices.
- Experience in horticulture, agriculture, or related fields of work.
- Ability to work with diverse groups for people and foster healthy working environments.
- Excellent communication and interpersonal skills.
- Strong organizational and management skills
- Strong time management skills.
- Experience in volunteer management and reporting.
- First Aid and CPR Certified.

SERVICE CONDITIONS

- Outdoors with exposure to various weather conditions.

- Occasionally indoor in an office environment.

PHYSICAL & INTELLECTUAL DEMANDS

- Performs tasks as digging, cutting grass, emptying bins, and moving tools/equipment.
- Crouching, bending, kneeling, and extending arms overhead.
- Standing, stooping, stretching, twisting, or reaching out.
- Lift, push, pull, and carry heavy objects.
- Problem solving, speaking to groups, leading work activities.

EQUIPMENT USED

- Company computers, office equipment, and supplies.
- Garden hand tools, rototillers, and wheel barrows.

TRANSPORTATION INFORMATION

- Car recommended
- When approved, mileage will be reimbursed using federal guidelines at \$.67 cents per mile.

MEMBER BENEFITS INCLUDE

- \$5,100 living allowance paid over the 3-month service term (approx. \$850 bi/weekly, before taxes).
- \$1,956.35 education award upon successful completion of the term of service which can be used to repay qualified student loans or for further education in an accredited institution of higher learning, vocational or trade schools. The education award is taxed in the year that it is used. Members that are 55 and older may transfer the award to one child or grandchild.
- May be eligible for Loan Forbearance & Interest Accrual Repayment on qualified loans (after successful completion of a term of service, AmeriCorps will pay the accrued interest on qualified loans, which is taxable).
- SNAP benefits for those who qualify.
- Professional development, trainings and networking opportunities.

EQUITY & INCLUSION

UCAN values diversity and seeks to provide an inclusive space that rejects intolerance. Qualified individuals with disabilities and those from diverse backgrounds are strongly encouraged to apply. UCAN is an AA/EEO employer. UCAN provides reasonable accommodations for qualified individuals and conducts all activities in fully accessible settings.

HOW TO APPLY

Application Deadline: April 15, 2025

Interviews are conducted on a rolling basis as qualified candidates are identified, so early application is strongly encouraged as member selection may be made prior to the application deadline.

Apply to UCAN AmeriCorps:

- Visit <https://my.americorps.gov/> and select “apply to serve”
- Create a login and password
- Build your AmeriCorps profile and application to serve
- Click on “Advanced Opportunity Search” and search by Program Name: “UCAN” and State: “OR”

QUESTIONS ABOUT THIS POSITION? CONTACT:

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