



Appalachian Ohio Restore Corps (AORC)

[Together We Grow]

Garden Assistant & Community Programs AmeriCorps Position Description 2025-26

[300 Hours, Minimum Term &

Start Date: June 9, 2026 to End Date: August 23, 2026]

AmeriCorps Supervisor: Kristin Ambuske

Title: Associate Director

Contact Information: kristin@togetherwegrowgardens.org

Eligibility:

- An AmeriCorps participant must be at least 17 years of age at the commencement of service
- Have a high school diploma or its equivalent; must agree to obtain a high school diploma or its equivalent prior to using the education award.
- Be a citizen, national or lawful permanent resident alien of the United States. ([45 CFR 2522.200](#))
- AmeriCorps members must not be listed on the National Sex Offender Registry or have a conviction of murder on their criminal records. Some host sites may have additional criminal history requirements.
- Appalachian Ohio Restore Corps does not test for substance use as part of the application or enrollment process. However, some host sites may have additional drug testing requirements as part of their onboarding, after a member is selected.
- **AmeriCorps Members are NOT employees.**

Benefits:

- An annual living allowance of \$4,922
- An education award of \$1,565.08 for a completed term of service to be used to pay student loans or for future education
- Mileage, training, and supplies budget totaling \$355
- Assistance finding comfortable and affordable housing in your service community
- Professional development and training opportunities including valuable certifications and industry credentials
- Joining a family of AmeriCorps Alums in the region committed to lifelong-service and activism
- Student loan forbearance for eligible Federal student loans
- Countable payments towards the Public Service Loan Forgiveness program, if eligible and

- enrolled in an approved income-driven repayment plan
- Networking with local non-profit and government leaders
- Connection to post-service careers with Employers of National Service and relationships regional employers

Skills & Qualifications: This position requires the ability to serve both independently and in a team setting. Excellent organizational and communication skills, the ability to operate under deadline pressure and the ability to handle multiple tasks are vital to success in this position. Knowledge of MS Office software packages and general computer skills are required with experience in database management preferred. Previous experience working with children (camp counselor, tutoring, childcare) or a background/interest in gardening, event coordination, or environmental science is highly preferred. The ability to recruit and serve with volunteers is essential. Strong public speaking and interpersonal skills; ability to confidently engage with diverse community crowds, host public events, and build neighborhood excitement. Preferred, but not required, to have own transportation and valid driver's license. Members must be able to get to their various service sites. Ability to work outdoors in various summer weather conditions (heat, light rain) and perform physical tasks like bending, lifting up to 40 lbs., and standing for extended periods is required. Preferred attributes: Exceptionally organized, outgoing, creative, and deeply passionate about food justice and community growth.

Schedule: Usual schedule will be a combination of 4-5 working days per week, between Monday – Saturday, with variable and alternating dates, with the shift start times falling between 8am-11am, with days ending between 4pm-7pm, based on programming, events, and operating needs. The ability to serve flexible hours, including evenings and weekends, is needed. Hours may fluctuate in consideration of seasonal changes such as inclement weather or other extended activities each week.

Location(s): Newark, Ohio and surrounding Licking County Gardens

AORC Address: 9030 Hocking Hills Dr. The Plains, OH 45780

Purpose: AmeriCorps members in this program will be responsible for healthier streams, a more robust circular economy for community resources, a more engaged public acting as conservationists for ecosystems, increased direct service through volunteerism, and progress in their own workforce pathway. Through restoring and conserving the environment, building the next generation of leaders, helping small communities do big things, and building capacity, this member will contribute to a better quality of life for Ohioans.

Essential Functions of this AmeriCorps Position:

- U-Pick Garden Event Oversight & Community Engagement (30% of Time) Together We Grow makes a meaningful impact on community food access through on-site free U-Pick Events, providing all Licking County residents with the opportunity to harvest and take home free locally and organically grown produce.
 - Event Management: Plan, set up, and successfully execute free public U-Pick Garden

- events across three local Together We Grow garden sites
 - Community Outreach & Awareness: Actively promote U-Pick events to neighbors and local families to boost attendance, raise awareness about food security resources, and foster community engagement.
 - On-Site Coordination: Welcome community members, explain picking guidelines, answer basic gardening questions, and ensure a positive, welcoming environment for all participants.
 - Produce redistribution: Establish a process and ensure all un-picked fresh produce is harvested following events, and donated to local channels such as food pantries and non-profits.
- Gardener Assistant (25% of Time) Successful growing, nurturing, and harvesting of garden grown produce is the heart of our ability to serve, feed and support our communities.
 - Garden Maintenance: Assist with daily agricultural tasks including planting, weeding, watering, harvesting, pruning, and pest management to keep sites pristine and productive for U-Pick events.
 - Infrastructure Support: Help maintain garden tools, compost systems, irrigation, and overall site cleanliness.
 - Volunteer Engagement: Work alongside and help guide community volunteers during public garden hours or workdays.
 - Mission and organizational support through garden grounds keeping, program support, and planning assignments.
- Children's Summer Garden Program Lead (15% of Time). Fostering a healthy learning environment for young people (ages 6-12) to explore and play in the garden means fostering the next generation of gardeners by teaching gardening essentials and helping to build lifelong skills.
 - Bi-Weekly Program Delivery: Lead a single, dedicated, bi-weekly outdoor educational program for children, focusing on hands-on activities, games, and lessons about gardening, nutrition, and nature.
 - Session Coordination: Handle all prep work, material gathering, and clean-up for the bi-weekly sessions, ensuring a safe and high-energy environment for participants.
- Reliably attend in-person service that supports education, conservation and restoration, food and resource access and distribution, heritage and resource-based tourism, and public lands access, in accordance with ADA requirements.
- Support other Appalachian Ohio Restore Corps members and their programs (15% of Time).
- Participate in training and conferences as necessary to increase knowledge and gain career networking opportunities. This position requires a minimum of 10% and a maximum of 20% of service in training hours to be eligible for the Segal Education at the end of successfully-completed terms. All training hours must be logged between the official start and end date. Examples of training members can participate in include: Red Cross CPR/First Aid, Wilderness First Aid, Project Wet & Wild, LeaderCorps, & Public Speaking.
- Complete monthly activity reports, narrative reports (OnCorps Great Stories), required timesheets and periodic reports through the OnCorps online system and Google Drive.
- Complete Midterm and End of Term Evaluations and paperwork.
- Attend required AORC and Together We Grow meetings and events.

Other Duties & Responsibilities of AmeriCorps Member:

- Complete in person orientation. Members will learn about AmeriCorps benefits, prohibited & unallowable activities, AORC member expectations, training opportunities, regional history & culture, and various personal & professional development opportunities available to them throughout their term.

Additional Information: Personal transportation is required. Together We Grow is accessible to members of the community with disabilities.

Rural Action, Appalachian Ohio Restore Corps and Together We Grow will adhere to all regulations concerning non-discrimination and equal opportunity regulations as outlined in federal and state law. Rural Action, Appalachian Ohio Restore Corps makes this program available to all without regard to race, religion, color, national origin, sex, age, orientation, disability, or political affiliation.

Print Name, AORC Member (as listed on formal documentation)

Date

Signature

Print Name, AmeriCorps Supervisor

Date

Signature

Date and initial the position description was edited/finalized by AORC program staff