



DUG Corps AmeriCorps Member

Colorado State University Extension

The CSU Extension 4-H STEM AmeriCorps Program is an initiative to provide youth exposure to STEM programming.

Reports to: DUG Site Supervisors & AmeriCorps Program Managers

Service Position Summary: Denver Urban Gardens (DUG) Corps members serve as program activators, building DUG's capacity to fulfill its mission to provide access, skills, and resources for people to grow healthy food in community and regenerate urban green spaces. Members will provide key program support and represent DUG throughout metro Denver. Though members will serve across multiple departments, they will be assigned one of four focus areas: *Food Access, Community Events and Education, Volunteer Workdays, or Garden Maintenance and Support*. Please indicate your top two choices in your cover letter. Four (4) three-quarter time (1,200 hours) AmeriCorps positions are needed. Service will begin with the new member orientation training on February 7, 2024.

Essential Functions by Program:

Food Access Member

- Support the Food Access Department with Grow a Garden program outreach, assembling gardening kits, and distributing seeds and seedlings to metro Denver families.
- Support DUG's Culturally Inclusive Seeds project and community seed access by helping organize and distribute food-producing seed varieties to stimulate community food production around Denver.

Community Events and Education Member

- Support the skill-building/education team with community education classes and workshops for all ages.
- Help plan, coordinate, and staff DUG's signature events.
- Set up and break down volunteer tables and materials at tabling event locations throughout DUG's network.
- Represent DUG at external tabling and outreach opportunities throughout Metro Denver.

Volunteer Workdays Member

- Serve with DUG's volunteer program and the gardens team to support, and occasionally lead, our network of volunteers at community garden and food forest workdays, and at other DUG volunteer opportunities. This includes: welcoming volunteers on-site, building relationships, helping facilitate infrastructure tasks, taking photos, and more.
- Set up and break down volunteer tables and materials in varying workday locations throughout DUG's network.
- Attend community outreach and tabling events to expand DUG's volunteer network

Garden Maintenance and Support Member

- Support the gardens team with physical infrastructure projects and workdays at community gardens and assist by leading some projects.
- Hang signage and support repair and maintenance projects.
- Visit community gardens throughout the network to assess infrastructure needs.
- Safely use garden, construction, and power tools, with training.

Secondary Functions:

- Accurately complete and submit enrollment paperwork and reports; report data as requested.
- Have dependable transportation to and from the host site, program/partner site, and programming activities.
- Wear official DUG/AmeriCorps identity items such as name tags, T-shirts, and lapel pins during all AmeriCorps service.
- Participate in check-ins and performance reviews with the site supervisor; submit online timesheet once every two weeks to site supervisor.
- Represent AmeriCorps, Colorado State University Extension, and DUG professionally.
- Participate in ongoing trainings and events as required and requested by AmeriCorps, CSU Extension, and/or DUG.
- Attend DUG all-staff meetings and events.

Required Qualifications:

- Be willing to provide direct services, strengthen the community, and build the organization's capacity as described in the position description.
- Be a U.S. citizen or U.S. national or a lawful permanent resident of the U.S.
- Have a high school diploma or GED and be at least 18 years old.
- Have a valid driver's license, reliable transportation, and willingness to occasionally drive a DUG vehicle.
- Pass required criminal background checks, including a National Sex Offender Website search. AmeriCorps service is contingent on passing these background checks.
- Be willing and able to complete the required service hours (¾- time; 1,200 hours) between February 2024 and November 1, 2024.
- Interest in gardening, community building, education, and/or fieldwork.
- Ability and willingness to serve in a position 5 days a week, with weekends and evenings as needed.
- Ability to use a computer for e-mail communication and online reporting.
- Able to be respectful, collaborative, and constructive in working environments.
- Personal and professional commitment to diversity, equity, and inclusion.

Preferred Qualifications:

- Knowledge of and/or service experience in one or multiple of DUG's main pillars: food, community, and climate.
- Passion for community building and making new connections.
- Proficiency in language(s) other than English.

Living Allowance:

Three-quarter time members earn a living allowance of up to \$22,200 (disbursed in equal payments every two weeks) for their term of service (1,200 hours) as well as an Education Award of \$4,826.50 upon successful program completion

Training Provided: New member orientation, monthly member development trainings, ongoing training at your host site, and training provided by Serve Colorado.

Service Environment: Members will serve at the DUG offices in Denver, in the field at garden sites and event locations throughout the DUG network, and some hours may be served remotely. Members serve under the direct supervision of the Host Site Supervisors and under the program supervision of the AmeriCorps Program Manager and Coordinator.

To Apply: Positions are available in the Denver Metro area. Apply by submitting a cover letter and resume to <https://jobs.colostate.edu/postings/138918> (for non-student applicants) or <https://colostate.joinhandshake.com/emp/jobs/8569850> (for student applicants). For more information about the program, please contact melinda.macpherson@colostate.edu or 970.491.5575.

Helpful Links:

Denver Urban Gardens (DUG): <https://dug.org/>

CSU Extension RamCorps Program: <https://engagement.colostate.edu/ramcorps/>

CSU Extension: <http://extension.colostate.edu>

Serve Colorado: <https://www.colorado.gov/servecolorado>

AmeriCorps: <https://americorps.gov/>

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