

COMMUNITY RESOURCE COORDINATOR

DEFINITION: Under general supervision, performs work of moderate difficulty in coordinating and providing technical assistance and education to community members on horticulture techniques, food preservation and values of proper nutrition through home grown fruits and vegetables; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Maintains and supervises day-to-day operation and activities of agency office; responsible for the development, education and maintenance of various projects relating to food preservation, irrigation methods, landscaping and beautification activities in accordance with program goals and objectives; schedules and conducts workshops on gardening, irrigation methods, tree planting, food preservation and safety; plans, designs, develops plant care and provides maintenance of an ethno botanical garden for landscaping activities utilizing native trees, shrubs and herb species native to the climate; provides on-site demonstrations in planting, irrigating, caring and maintaining plants, trees and shrubs, etc.; provides information and various safety measures/precautions when canning, freezing, drying or preparing various types of fruits and vegetables; may assist in providing food handler's training sessions.

Maintains inventory and requisitions materials and supplies; prepares all necessary documents to order supplies and materials, ensures that all items ordered are accounted for and coordinates the delivery of items; assists with the development of grant proposals; assists with budget preparation; ensures the proper maintenance and storage of tools and equipment; conducts field visits to local schools, chapters, communities, fairs and related events to provide program information; acts as liaison for program in negotiations and contact with local community, governmental authorities and the private sector; keeps abreast of various methods of farming and cultivating activities for dissemination; conducts research on methods to improve growth, to reduce unwanted vegetation, to ensure that planting is conducive to area selected; prepares required reports; attends meetings, training, workshops; supervises seasonal staff, summer youth and volunteer workers; may be delegated in the absence of supervisor.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of plant growth and characteristics, growth stimulants, plant diseases, insects and environmental control techniques.

Knowledge of landscaping, horticulture practices, irrigation systems, maintenance and insect control.

Knowledge of plant propagation techniques.

Knowledge of fertilization techniques.

Skill in the use of horticulture tools and equipment.

Skill in oral and written communications.

Skill in developing and maintaining effective interpersonal relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves physical activities, such as, but not limited to lifting items up to 50 lbs. bending, standing or walking; occasionally required to work under inclement weather conditions.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED, supplemented by two (2) years of college education in community/human development health programs as related to food production (horticulture), storage and preservation; and two (2) years of experience in horticulture work.

THE NAVAJO NATION

Class Code: 3830
Community Education and Counseling Series
Community Services Group
Overtime Code: Non-Exempt
Pay Grade: 58

COMMUNITY RESOURCE COORDINATOR

PREFERRED QUALIFICATIONS:

- An Associate's degree in Business or related field.
- Proficient in Microsoft Office software or other computer applications.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.