

## JOB DESCRIPTION

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1. Position No. 80585, 81402, 81485	2. Descriptive Working Title People Plants and Homes Community Programmer		3. Present Classification AO1
4. Branch Operations	5. Department People, Plant and Home	6. Work Location On Site	Date Jul 2020 Revised Jul 2021, Oct 2023
7. Position No. of Supervisor 22046	8. Descriptive Work Title of Supervisor Supervisor People Plants and Homes (PPH) Program		9. Classification of Supervisor AO3
10. Job Summary:			

Reporting to the Supervisor People Plants and Homes (PPH) Program, the People, Plants and Homes (PPH) Community Programmer works as part of the PPH and wider Housing and Health Services team to deliver programs that promote the physical and social well-being of tenants by utilizing the practices and theories of community development, therapeutic horticulture, food literacy, and sustainability. He/she/they plans, delivers, and implements initiatives that support individuals with complex needs to integrate into their community, improve their well-being and achieve independence and self-sufficiency through food literacy and gardening initiatives. The position builds collaborative relationships with BC Housing staff, tenants, and community organizations to create and deliver site-specific programs that foster healthy, active, inclusive, and supportive communities.

11. Duties:
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1. Plans and delivers People, Plants & Homes Programs that promote the physical and social well-being of tenants by utilizing the practices and theories of therapeutic horticulture, food security, food literacy, and sustainability.
2. Works with tenants and tenant groups to support and empower them to lead initiatives in their housing community by providing tailored guidance and access to resources.
3. Works as part of a team to manage community gardens by running workshops, assisting gardeners with garden maintenance, providing independent one-to-one garden support, facilitating community meetings, managing waitlists, and recommending new garden installations depending on participant interests and needs.
4. Develops relationships across departments and with external service providers and stakeholders to identify opportunities for partnerships or mutual support.
5. Maintains appropriate documentation by updating electronic systems and records (e.g., statistics, contact lists, email groups, garden maps, and community garden waitlists) to ensure that participants receive prompt and quality service.
6. Files and inputs tenant data collected from enrolment forms, garden agreements, sign-in sheets, and photo releases. Provides administrative support for the B.C. Housing Coupon Program.
7. Works with the PPH team to develop and improve promotional and educational materials and resources (letters, flyers, posters, and newsletters) that communicate key ideas and promote participation at events. Performs outreach through phone calls, emails, and on-site engagement to further increase the participation of children, families, adults, and seniors.
8. Supports the continual improvement of the program by assessing participant needs and evaluating current PPH initiatives through written and verbal feedback and statistics to suggest program changes and new directions to the supervisor.

9. Maintains organization and cleanliness of warehouse and vehicle to promote an efficient work environment. Regularly conducts warehouse inventory and identifies supplies that require replenishment.
10. Participates in team meetings, training, and seminars as required.
11. Keeps current on topics that affect BC Housing clients, local community issues, as well as on organic horticulture, sustainability, food security, and community development best practices.
12. Works with and provides guidance to co-op students, practicum students, and volunteers working on PPH initiatives and other related tasks.
13. Supports BC Housing's sustainability mandate and LiveGreen initiatives by ensuring programs contribute to the achievement of performance targets.
14. Performs other related duties that do not affect the nature of the job, including participating on project task teams or assisting with special assignments.

**STAFFING CRITERIA**

1. Position No. 80585, 81402, 81485	2. Descriptive Working Title People Plants and Homes Community Programmer	3. Present Classification AO1
4. Education, Training and Experience		

Diploma in a social service field or other relevant discipline.

Sound experience working in an organization or program focused on community engagement and development and working directly with vulnerable populations or multi-barriered clients.

Sound experience working in a horticulture or garden-related field.

Completion of Food Safe Level 1 course.

Or an equivalent combination of education, training, and experience acceptable to the employer.

5. Knowledge, Skills and Abilities		
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**Core Competencies:**

- Personal Effectiveness
  - Communication
  - Results Oriented
  - Teamwork
  - Service Oriented
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- Sound knowledge of community development approaches, therapeutic horticulture, and community garden management.
  - Sound knowledge of garden construction and design.
  - Some knowledge of current social issues such as poverty, homelessness, mental illness, and addictions.
  - Ability to learn and understand BC Housing and social housing programs, and their role in the social service system.
  - Ability to plan and deliver garden and food-related programming.
  - Ability to support individuals with multiple barriers and to assist them in developing and coordinating community activities and programs.  
Ability to build relationships with internal and external clients.
  - Ability to work with people of diverse cultures and to provide programs and services that are culturally accessible.
  - Ability to lift up to 20kg and be physically mobile throughout shift length to carry supplies for programs and garden builds.
  - Strong oral and written communication and presentation skills.
  - Proficient in computer applications including MS Word, Excel, and Outlook.
  - Must be willing to travel and to work some evenings and weekends.
  - Valid BC driver's license.
  - Access to a dependable vehicle that can transport plant materials, soil or program supplies to program locations.

6. Occupational Certification		
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Criminal record check required.