



## **Adopt-a-Spot Coordinator Job Description**

### **Downtown Lansing:**

Michigan's capital city is the centerpiece of Mid-Michigan and is the fifth largest city in the state welcoming over 1.3 million visitors a year. Lansing's downtown is the home of state and local government, a collection of entertainment hot spots and urban lofts, one-of-a-kind shopping and dining experiences that are all within walking distance of the state Capitol, three higher education institutions, Cooley Law School Stadium-home of the Lansing Lugnuts, the River Trail, City Market, museums, galleries and theatres.

### **About Us:**

Downtown Lansing Inc. (DLI) is an agency of the City of Lansing that is dedicated to the revitalization of downtown. As a Michigan Main Street Master Level Community, DLI is nationally accredited through the Main Street America™ program. We follow a proven 4-point approach with the goal of strengthening the health of our urban core.

### **Downtown Garden History:**

A major, multi-year streetscape project has been undertaken to beautify and enhance the experience for our downtown guests. Installations include traditional gardens and one of the largest urban rain garden projects in the country. The Rain Garden project is just one example of how Lansing is going Green.

### **Position Objective:**

Assist the City of Lansing and DLI, the administering agency, in the coordination and growth of our Adopt-a-Spot program involving local businesses, residents and volunteers to beautify and maintain rain gardens and planted areas in our district. There are more than 50 rain gardens and more than 100 planted areas in the program.

### **Duties:**

- Coordinate hands-on execution of existing Adopt-A-Spot program. This includes working with existing volunteers and organizations and the solicitation of additional volunteers.
- Oversee the care of new plantings in downtown Lansing's gardens.
- Train city and DLI staff as well as volunteers to identify native garden plants versus weeds. This information will be provided to you.
- Coordinate the on-going hands-on maintenance of the gardens. This includes weeding, watering as needed, trash removal, replanting, mulching and garden issue observation. A city developed training manual is available.
- Create educational materials and programming, if necessary, to improve the garden project

- Coordinate special, seasonal work days and other tasks, as needed to keep the gardens and other planted areas in top conditions.
- Continue to grow participation in the program in the Reo Town District.
- Provide Downtown Lansing Inc. with monthly reports about garden conditions, volunteer activities, potential special event ideas, garden problems, issues and/or improvement suggestions.
- Attend monthly Public Spaces Committee Meetings (4<sup>th</sup> Thursday of each month at 3:30 p.m.)
- Put together information for the Adopt-A-Spot program bi-weekly e-newsletter and send to program participants, DLI staff and city officials
- Work with the DLI Communications and Marketing Manager to promote the program, highlight volunteer groups and recruit additional participants through our social media channels.
- Perform other duties as assigned.

**Job Qualifications:**

- Student pursuing an applicable degree in the College of Agriculture, Environmental Studies, or Natural Resources and/or related field is desired but it is not a requirement. This is an entry level position. All required knowledge is provided to you. If you are a hard worker and enjoy people and the outdoors you will enjoy this opportunity and no doubt meet all expectations.
- Prior experience with gardening, plant identification and cultivation skills is desired but can also be taught.
- Ability to train and motivate volunteers.
- Ability to work with a committee.
- Enthusiastic to work hands on and outdoors.
- Self-starter with an ability to work independently and as part of a team  
20 hours of weekly availability, primarily during business hours (M-F, 8:00 a.m. – 5:00 p.m.) with occasional special events or project weekend hours.
- This is a paid, seasonal and possible Work-Study position at \$10-12/hour depending on qualifications and experience. Deadline to apply is **Thursday, April 12, 2018**. This position is from May-November 2018.

**To Apply:**

Please send resume and cover letter to the address or email below **by Thursday, April 12, 2018.**

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