



Job Description	
MWMW Position Title (type in CAPS): URBAN REAP PROGRAM STAFF	
Staff Group:	<input type="checkbox"/> Executive Staff <input type="checkbox"/> Program Coordinator <input type="checkbox"/> Operations/General Staff <input type="checkbox"/> Program Director <input checked="" type="checkbox"/> Program Staff <input type="checkbox"/> Administrative Staff <input type="checkbox"/> Retail Manager <input type="checkbox"/> Retail Staff <input type="checkbox"/> _____
Immediate Supervisor: Urban Reap Director, Emily Hills	
Immediate Subordinates: Volunteers and Work Study Students	
Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	Position Originally Created: Fall 2018 Date Last Revised: January 2021
Hours Per week: 15-20, Hours are flexible but with weekend availability needed.	
General Summary As a part of Urban REAP, this position works with the Urban REAP Director to craft and execute programs that communicate creation care and ecological justice to the Waco community. As part of this, this position assists with general operations of Urban REAP Programs, such as our aquaponics system, our composting system and our Garden Center. This position also supports our educational programs and community engagement initiatives.	
Critical Functions and Responsibilities	
1. Maintain website, email, and social media for Urban Reap	
2. Assist with aquaponics maintenance, including testing, cleaning trays, and caring for plants	
3. Marketing for events through various venues	
4. Assist with compost program maintenance	
5. Staff the Garden Center during open hours, including handling cash transactions, assisting customers, managing display, etc.	
6. Guide tours though facilities/answer questions from visitors	
Additional Functions and Responsibilities	
1. Assist with community outreach and public speaking	
2. Care for nursery plants	
3. Water, weed, plant, and harvest outside beds	
4. Supervising volunteers	

The functions and responsibilities contained in this Position Description are not all inclusive. Other duties and requirements may be assigned at any time.

Requirements/Preferences	
Minimum skills and knowledge required: 1. Basic Computer Skills (Microsoft Office Skills, Google Suite) 2. Organization and time management	Skills and knowledge preferred: 1. Knowledge of Waco Neighborhoods 2. Background or familiarity with horticulture and science, such as biology, or chemistry
Minimum previous experience required: N/A	Previous experience preferred: 1. Horticultural experience 2. Supervisory experience
Minimum education required: High School Diploma/GED	Education preferred: N/A
Minimum communication skills required: 1. Must have good interpersonal skills 2. Must be able to professionally represent Mission Waco Mission World Inc. and Urban REAP's values	Communication skills preferred: 1. Bilingual Spanish
Special training, certification or licensing required: 1. N/A	
Behavioral, emotional, mental requirements: 1. Must be able to learn quickly and follow directions 2. Must be reliable and trustworthy.	Behavioral, emotional, mental preferred: 1. Mature Christ-follower
Other requirements: Some heavy lifting (50lbs)	

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