



Community Garden Manager

Temporary, Part-time 10 hours a week \$12/hour

Position Summary

The Garden Manager is responsible for the operational management, planning, maintenance, and oversight of the garden site, the plot holders, and volunteers for the program. The Garden Manager should be a strong advocate and representative of the garden, have demonstrated gardening skills, the ability to work well with and manage others, and a commitment to contribute to the community garden's mission and growth.

Position Details

The Garden Manager is a paid position, of approximately 10 hours per week, roughly from March 15-October 20, 2018. They will work with and report to the Executive Director on garden operation tasks, planning, and decisions. The Garden Manager must be capable of performing physical work in the garden, including tilling, bending for long periods, lifting, digging, etc on a daily basis.

Position Experience

The position requires 1-3 years experience of gardening /farming in a professional or nursery capacity. Experience in community garden management preferred. Home gardeners may be considered, but will need to provide examples of how that experience is relevant to running a professional garden. The position also requires some program management and operation experience.

Position Responsibilities

- Ensure the irrigation design, implementation, and function is effective and water wise
- Work with staff to obtain long-term funding
- Manage operational budget for garden needs, activities and projects
- Work with and maintain relationships with community partners and volunteers, ensuring a positive working relationship for collaborative projects and goals
- Manage, communicate, and track volunteers for ongoing maintenance, projects and events within the garden
- Create operational updates and plans for the garden to report to the Executive Director.
- Be involved in the planning and execution of our educational program (classes, workshops, and summer programs)
- Become an educational and approachable source for the community garden plot holders, tending to the needs and questions of gardeners
- Be the overall ambassador and advocate for the garden, the plot holders, and the community

How to apply:

Please submit agency application and information contained in “Position Experience” via email to suharriet@communityactionuc.org no later than 5 pm on March 7th 2018.

Persons with national service experience (VISTA, Peace Corps, AmeriCorps) and veterans are encouraged to apply.

Community Action Services and Food Bank is an equal opportunity employer.