DeVries Nature Conservancy Community Garden Manager

We are looking for an experienced organic vegetable gardener, garden designer, and garden educator who is ready to move our Community Garden forward. The Community Garden Manager will oversee all aspects of the garden and greenhouse, from design and installation to education and product marketing.

Schedule
The Community Garden Manager will start in March 2014. The position is generally 20 hours per week from March through September. The weekly schedule is flexible, and there may be some weekend hours from time to time.

Compensation
Starting wage is $12.00 per hour. On-site housing is available.

Position Description and Qualifications
See the job description below for details.

Apply
Submit resume, three references, and a letter of interest outlining 1) your experience managing an organic farm/garden and greenhouse, 2) your experience in Pre-K education and managing youth volunteers, and 3) why you are interested in this position. Email all materials to Ken Algozin at kalgozin@devriesnc.org with the subject heading “DNC Garden Manager application.” This position is open until filled.

About DeVries Nature Conservancy
DeVries Nature Conservancy (DNC) is a private, non-profit organization created through the estate of Jack and Frances DeVries. It was the DeVries’ intent that their property endure forever as a place for the community to enjoy; dedicated to preserving the natural history and agricultural heritage of Shiawassee County. DNC’s commitment to improving the accessibility of healthy and locally produced food is a natural extension of Jack and Fran’s original vision. The agricultural heritage of Shiawassee County is one of self-reliance and local sustainability – the building blocks of a strong community. By promoting these principles through demonstration, education and opportunity, we hope to make DNC a place where the community thrives.

DNC has 136 acres of farm and pastureland, forest, tall grass prairie, and floodplain along the Shiawassee River. Two acres have been set aside for the community garden. An 18 ft. by 48 ft. greenhouse, currently under construction, will be completed in the spring of 2014 to accommodate educational programming and to extend the community garden growing season.

Visit our website for more information about DeVries Nature Conservancy: www.devriesnature.org.

The mission of the DeVries Nature Conservancy is to inspire curiosity and foster learning about Michigan’s natural history and rural past by providing engaging, individualized, and unique experiences to the public.
Job Description: DeVries Nature Conservancy (DNC) Community Garden Manager

Reports to: DNC Executive Director

Purpose:
To develop and manage all aspects of the DNC Community Garden including garden and greenhouse design, installation, maintenance, volunteer management, and marketing. The candidate should have a solid background in organic gardening and greenhouse production, have project and people management skills, and willing to commit to the full growing season (March through September).

Status:
Temporary, part-time (non-exempt) position; generally 20 hours per week March through September.

Essential Functions:
The DNC Community Garden Manager is responsible for developing and managing all aspects of the community garden and greenhouse, including:

- Oversee the day-to-day operation of a 1½-acre organic farm;
- Maintain a garden budget;
- Manage and provide technical support for community garden plot rentals;
- Train and engage youth volunteers in greenhouse and garden work;
- Develop a marketing plan for produce, which will include establishing and managing an on-site farm market;
- Lead tours and assist the DNC Education Coordinator in farm-based Pre-K education programming and garden-related event planning.

Required Qualifications:
- At least 3 years’ experience with organic/naturally-grown vegetable gardening and/or farming, including greenhouse management – Master Gardener certification preferred;
- Experience with garden and landscape design;
- Self-driven, with strong attention to detail and ability to work as a team member with minimal supervision;
- Excellent organizational skills and ability to follow through on commitments;
- Ability to use computers, including experience with Microsoft Word, Excel, and internet communication programs;
- Solid written and oral communication skills and excellent phone manner;
- Ability to perform physically demanding work;
- A cell phone, personal computer and reliable transportation is required.

Preferred Qualifications:
- Experience in recruiting, training and supervising volunteers;
- Experience working with and instructing children ages 3 to 10. (A background check is required).