SEASONAL COMMUNITY GARDEN COORDINATOR

To apply:

Send resume, cover letter, and a completed application to:
Applicants that do not provide complete application package will not be considered.

Email: jdonnnini@bedhd.org    Or Mail: Barry-Eaton District Health Department
Or Fax: 517-543-2656            Attn: Janey Donnini
                                          1033 Health Care Drive
                                          Charlotte, MI 48813

BARRY-EATON DISTRICT HEALTH DEPARTMENT
IS AN EQUAL OPPORTUNITY EMPLOYER

Barry-Eaton District Health Department is seeking a temporary, part-time Seasonal Community Garden Coordinator to act as the liaison between volunteer gardeners and program staff and foster a sense of community in the garden, as well as perform gardening and garden maintenance tasks.

FTE: TEMPORARY, PART-TIME (fluctuating hours/week dependent on needs)

UNION AFFILIATION: NON-UNION POSITION

SALARY: $11.00/HR

PRIMARY LOCATION: EATON COUNTY OFFICE

Seasonal Community Garden Coordinator
Bloodborne Pathogen Risk: Category A

General Summary

Under supervision acts as the liaison between volunteer gardeners and program staff, help communicate program policies to gardeners, encourage community involvement, and support the garden as an attractive, productive community asset. Critical in fostering a sense of community in the garden and helping new gardeners integrate into the community. Performs gardening and garden maintenance tasks.

Essential Functions
1. Organize community activities and events (e.g., work parties, gardener gatherings, etc.)
2. Work with program staff and volunteers/gardeners to ensure policies are upheld at the garden.
3. Track and report volunteer hours to staff.
4. Orient new volunteers/gardeners to the site.
5. Encourage direct communication and problem-solving among gardeners and refer conflict situations to program office for resolution when needed.
6. Notify program staff of critical maintenance needs.
7. Request supplies for garden (e.g., tools, wood chips and mulch).
8. Coordinate maintenance, general garden, volunteer, and educational opportunities at garden site.
9. Perform gardening and garden maintenance tasks when necessary and/or volunteers are unavailable to ensure a thriving garden (e.g.: watering, hoeing, planning, harvesting, weeding, etc.).

Other Functions

1. Performs other duties as assigned
2. Maintains client and employee confidentiality as required by policy and law.

_An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)_

Employment Qualifications

**Education:** A minimum of a High School diploma or equivalent is required.

**Experience:** Experience with social services or public health system is preferred.

**Other Requirements:**

♦ Skill and ability to orally communicate visual observations and ideas concisely and in written reports as they relate to the essential functions.
♦ Ability to establish and maintain effective working relationships.
♦ Valid Michigan driver’s license and a vehicle for business use.

_The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria._

**Physical Requirements:** _[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:_

♦ Ability to frequently stand and walk over a variety of terrain.
♦ Ability to lift and move up to 50 lbs.
♦ Ability to bend, kneel and do normal garden activities.
♦ Ability to work with gardening equipment that may require pushing, probing, twisting or bending (i.e.: shovels, hoe. etc.).

**Working Conditions:**

♦ Work is performed in a variety of settings including office, out-of-doors.
♦ Work may be performed in varying temperatures and humidity including potentially unfavorable conditions.
♦ Regular contact with other staff and the public.