

Gleaners Community Food Bank of SE MI Job Description

Job Title: Garden Coordinator
Reports To: Program Supervisor
FLSA Status: Non-Exempt
Department: Program Services
Last Update: February 2019

The **Garden Coordinator** is a seasonal position responsible for the day-to-day activities of the Victory Garden located in Livingston County. This position is scheduled 30-40 hours per week during the garden season (*approximately April 1st to October 31st*).

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Day-to-day operations for the Victory Garden including maintaining, growing, and harvesting produce.
2. Recruit, schedule and supervise community volunteers for all stages of the garden season.
3. Provide capacity building support to the Livingston County garden network through routine sharing of best practices, local resources and nutrition education.
4. Maintaining Victory Garden production and equipment records.
5. Collect, record and report the production data for the cumulative Livingston County garden network.
6. Schedule and facilitate community gardening education events.
7. Demonstrate and support the Gleaners mission, vision and values throughout all professional responsibilities and activities.
8. Other duties as assigned

Scope of Position:

Budgetary Responsibility:	Low
Personnel Responsibility:	None
Access to Confidential Info:	Low
Supervisory responsibility:	None
Community contact:	High
Donors:	Low
Volunteers:	High
Food Partners	Moderate

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education/Experience

1. Requires a High School Diploma.
2. Associate's Degree, preferred.
3. Requires farming or gardening experience.
4. Requires proficiency with a variety of farm equipment, machinery and hand tools
5. Proficiency in propagation, transplanting and pest/disease management, preferred.
6. Experience working with volunteers, preferred.
7. Requires the ability to work with diverse populations.
8. Requires flexibility of scheduling, including regular evening and weekend hours.
9. Requires a valid driver's license and proof of insurance.
10. ServSafe certification desirable, but not required.

Language Ability

Excellent verbal and written communication skills, as well as strong interpersonal skills.

Math Ability

Ability to add and subtract two digit numbers and to multiply and divide with 10s and 100s. Ability to perform these operations using units of American money and weight measurement, volume, and distance. High degree of comfort with writing and managing budgets required.

Reasoning Ability

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Demonstrated problem-solving and decision-making ability to correct unforeseen issues on the spot during events. Ability to work with volunteers, community leaders, and the public. Ability to multi-task, prioritize and perform under pressure. Ability to adapt to a flexible work schedule is also required.

Computer Skills

To perform this job successfully, an individual should have a thorough working knowledge of the Microsoft Office suite of products.

Equipment

The position will call for safely operating farming equipment and irrigation. The position requires some intrastate travel with personal vehicle.

Work Environment

Work will be performed primarily in a farm environment, in an office and in the community. While performing the duties of this job, the employee may be exposed to weather conditions prevalent at the time. The noise level in the work environment is usually low.

Physical Demands

The employee must have the ability to lift 50lbs and readiness for the physically rigorous task of farming. While performing the duties of this job, the employee is frequently required to speak, hear, and use hands. Moderate amounts of walking, sitting, or standing are occasionally required.