

New City Neighbors Community Garden Coordinator

Position Description

Job Purpose: The Garden Coordinator is responsible for overseeing the New City Neighbors Community Garden. The community garden is made up of 25-30 families who have their own individual plots for gardening. This year the garden will be open April 28th- October 31st, 2018. The Garden Coordinator will serve as a resource for gardening skills, coordinate with community gardeners, work to strengthen the garden community, and ensure garden is maintained throughout the season.

Skills:

- Passion for gardening and community
- Gardening knowledge and teaching ability
- Ability to coordinate gardeners and garden plots
- Ability to foster relationships across different social, racial and economic backgrounds
- Ability to organize and plan community garden potluck dinners and events
- Ability to maintain garden (requires mowing lawn, spreading wood chips, putting out weed bins weekly, and other maintenance tasks)
- Knowledge of Creston neighborhood considered an asset

Responsibilities:

- Recruit, sign up, and collect fees for community garden plots
- Build relationships with community gardeners as well as assist with questions and concerns gardeners may have
- Oversee Community Gardening opening day (April 28), as well as three potluck dinners throughout the season (dates to be determined)
- Assist with garden set-up and preparations in May
- Maintain communal spaces (mow lawn surrounding garden, ensure paths are being kept up, water is working properly, shed is organized, wood bins are taken out weekly, and etc.)
- Check in with community gardeners whose plots are not being maintained
- Ensure garden plots are cleaned out at the end of the season

Compensation: \$1000 stipend, paid in four installments over the course of the season.

Hours: The expectation is that the Community Garden Coordinator would be working and/or available in the garden 2-4 hours a week. Two of those hours will be regular hours weekly, posted for gardeners to be aware of so they can connect with the coordinator if needed. This position reports to the Executive Director.

If you are interested in applying for this position please send a resume and cover letter to the Alaina Dobkowski, Executive Director: alainad@newcityneighbors.org