Community Garden Outreach Coordinator

Wage: Wage scale starts at $11/hour

Season/hours: Seasonal position (1350 hours total) FTE February – November, hours taper during the shoulder seasons; schedule may vary, weekend and evening work required.

Supervision: Community Outreach Director

DUTIES

Volunteer Coordination
> Liaison of volunteer garden leadership committees and Garden City Harvest, serving as the point person for community garden leadership committee members and volunteers
> Recruit, train and manage leadership committee members and volunteers for each garden
> Organize and facilitate group team building, educational trainings, and planning sessions with the leadership committee members
> Create annual volunteer and leadership calendar and facilitate work plans for the gardens, do routine check-ins to ensure effectiveness
> Oversee leadership committee members’ organization of workdays and potlucks at each garden
> Attend some garden workdays and community building events to represent Garden City Harvest
> Assist leadership committees in workday planning
> Actively recruit volunteers for scheduled workdays and events; track volunteer hours and effectiveness
> Oversee upkeep of garden food aid plots

Communications and Community Building
> Organize community garden events including Opening Day and Closing Day
> Conduct outreach to new and returning gardens regarding seasons, garden changes, tips and reminders that encompass all gardens
> Assist in educating gardeners about guidelines, standards, and sustainable gardening practices
> Coordinate garden leadership in order to communicate within each garden
> Maintain relationships and effective communication with garden partners along with Operations Coordinator
> Update community garden website pages, create social media posts
> Coordinate weekly garden posts for “The Real Dirt,” Garden City Harvest’s blog
> Help find new way to connect to partners and interested community gardeners

Education
> Act as a resource for gardeners and the community at large
> Develop and implement education programming for leadership committees gardeners with Operations Coordinator
> Develop and implement garden education programming for all gardeners with Operations Coordinator

Program Evaluation
> Work with Community Gardens team to create and distribute annual survey
> Compile and analyze survey results and present them to Garden City Harvest staff and garden leadership
Maintenance & Operations

> Assist the Community Garden Operations Coordinator and leadership committees in ensuring that plots are used and maintained as intended
> Assist in maintaining community garden sites including the Providence Garden

Other duties as assigned

KNOWLEDGE, SKILLS AND TRAINING

> Experience with volunteer recruitment, training, and management; conflict resolution; leading effective meetings
> Project planning, management skills, coordinating and organizing events
> Ability to supervise diverse groups and model safe work practices
> Strong organizational and communication skills
> Ability to work as part of a team or independently and in diverse locations
> Experience in small-scale sustainable or organic farming or gardening, from planning to harvest and composting