

**Town of Natick  
Job Description**

<b>Position Title:</b>	Community Garden Coordinator (part-time)	<b>Grade Level:</b>	<b>2</b>
<b>Department</b>	Community Services	<b>FLSA Status</b>	Non-Exempt
<b>Reports to:</b>	Senior Center & Community Services Director		

**Statement of Duties:** The coordinator will manage garden education at all sites, develop and monitor volunteer roles, assign plots, collect fees, and act as liaison for the town and community gardeners.

**Supervision Required:** The employee works under the direction of the Senior Center & Community Services Director

**Supervisory Responsibility:** The employee is not responsible for the supervision of any employees. The employee will recruit, train, place and supervisor volunteers of all ages.

**Accountability:** Incumbent is responsible for ensuring her/his work is accurate, complete, error free, and representative of best practice.

**Judgement:** Position exercises independent judgment in the performance of her/his duties and provides advice and support to others in the department on matters pertaining to community gardening.

**Complexity:** Incumbent performs work of a complex and specialized nature unique to the position, and in this way must serve as the department expert on such matters.

**Confidentiality:** Position will be exposed to limited amounts of confidential information and is bound to not disclose confidential information.

**Work Environment:** Physical demands present in this work. The position requires a great deal of walking, bending, stooping, lifting, and carrying heavy objects. Travel and delivering supplies is required. Work is performed mainly outdoors, subject to varied weather conditions.

**Nature and Purpose of Contacts:** Position will be responsible for frequent contact with residents, municipal departments, community agencies, and volunteers via internet, email, in person and by telephone.

**Occupational Risks:** Safety is of the utmost importance and all tasks must be evaluated to reduce or eliminate risk. If an employee fails to properly follow safety precautions and procedures, it could result in an injury.

**Essential Functions:** The essential functions or duties listed are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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- Oversee program operations including the enforcement of community garden rules
- Coordinate the application process and assignment of garden beds annually
- Develop a routine maintenance schedule at each community garden location
- Coordinate all maintenance and repairs at each community garden location
- Coordinate with town departments an opening and closing schedule for the community gardens
- Develop and lead marketing and outreach efforts to raise awareness of community gardening opportunities, especially among low income populations
- Support gardeners by answering questions, demonstrating best practices in organic backyard gardening and sharing resources
  - Facilitate volunteer steering committees for each community garden site
  - Lead at least two seasonal hands-on workshops designed to support new gardeners
  - Host site specific potlucks to celebrate the growing season, build community, and maintain the common areas of the garden space.
  - Document activities through photographs, testimonials and activity logs

### **Recommended Minimum Qualifications:**

**Education, Experience & Skills** or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- Bachelor's degree in Nutrition, Agriculture, Environmental Science or related field required. Two (2) - four (4) years' experience in community gardening, environmental service projects, community engagement, community education
- Must have extensive knowledge of the multifaceted laws, regulations and
- Knowledgeable about organic vegetable and flower gardening and food justice, with experience leading garden related education.
- Creative, dynamic personality with a passion for community engagement
- Experience and confidence facilitating group activities, workshops, and community gatherings for individuals of all ages and diverse backgrounds
- Practical experience in food preservation, organic gardening and herbalism is a plus
- Quick learner, able and willing to work independently to deliver garden education programming and flex to pursue education and engagement opportunities with new groups (e.g. Natick Public Schools, affordable housing community, local non-profits)
- Ability to clearly, effectively and regularly communicate via email and in person with Town staff, site steering committees and community gardeners
- Working knowledge of MS Word, MS Excel, and email
- Reliable transportation is required to travel to community garden sites

### **Physical Skills:**

- Physical demands are made daily. The ability to lift, carry transport items Of 50 pounds is required

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**Motor Skills:**

- Duties involve close hand-eye coordination, physical dexterity, and ability to operate a motor vehicle

**Visual Skills:**

- Ability to read, see and differentiate between colors

*This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*