



Position Description

Position Title: Community Garden Manager

Location: Living Earth Community Garden, 170 Good Counsel Dr.

Employment Dates: April 20- October 31, 2021

Pay Rate: This is a contracted position for \$7000 for the season for approximately 20 hours a week

Living Earth Community Garden is one of the largest community gardens in Southern Minnesota serving just over 100 Community Gardeners and their families from a diverse cultural, socio-economic, age and religious background. This two organic acre Garden is host to over 180 garden plots and is located on the campus of the School Sisters of Notre Dame and is managed by the Living Earth Center, a registered non-profit organization that seeks to bring people together to share common ground across all cultures and spiritual backgrounds.

The Living Earth Garden is a dynamic space that grows more than just food. It is a place where people come to share common ground and connect with the Earth, each other, and the Community. The historic "Big Red Barn" in the Garden, not only serves as a place for gardening tools, but also as a meeting space for gatherings, workshops and events.

Community Garden Manager

Under direct supervision of the Executive Director of the Living Earth Center, the Community Garden Manager will manage various activities and functions associated with general management of the Garden including some garden work (e.g. weeding, watering, harvesting produce), volunteer coordination, new gardener orientation, event and activity coordination, community engagement, sustainable practice education and other duties as assigned or apparent. The Garden Manager's primary role is to serve as the "face of the Garden" to be a welcoming presence for all gardeners and guests that visit the space.

Duties/ Responsibilities

- Provide welcoming atmosphere to all gardeners and guests visiting the Living Earth Community Garden.
- Work effectively with diverse populations from different socio-economic, age, cultural and religious backgrounds.
- Responsible for closing down garden, cleaning tools, and locking the barn on a daily basis (8 pm) at least 5 days per week, but up to 7 if needed.
- Ensure that all COVID-19 Guidelines are being followed and safety measures taken.
- Assign new gardener plots and conduct new gardener orientation and training.

- Organize and implement educational events (both virtually and in person if safe) to connect and educate community gardeners including monthly gardener pot lucks with educational focus.
- Compose monthly garden newsletters to be sent to all community gardeners with relevant updates and educational tips.
- Collaborate with community partners to develop onsite programs (including but not limited to Mankato MyPlace, Mankato MAC-V, Minnesota State University College of Allied Health and Nursing)
- Responsible for Garden maintenance and upkeep including garden pathway maintenance, weeding, watering and harvesting produce using sustainable methods and practice
- Manage all volunteer services.
- Develop programs to help educate garden visitors and general public about sustainable practices.
- Organize mulch and compost deliveries in conjunct with local partners
- Communicates regularly with Gardeners to ensure garden plots are properly maintained and kept
- Coordinate produce drop off with local organizations for donation
- Interest in working in a dynamic environment that is “ever-growing.”

Minimum Qualifications:

- Candidate must be at least 18 years of age
- Have high school diploma
- Have a driver’s license and access to a car
- Excellent communication, customer service and problem-solving skills
- Demonstrated passion for or interest in environmental and social sustainability.
- Able to lift 50 pounds and move garden equipment and mulch (or something like this)
- Be able to work outside in all weather conditions.

Preferred Qualifications:

- Enrolled or accepted into a Bachelors or Master’s Degree program in a related field
- Experience working in an outdoor environment
- Demonstrated passion for sustainable (regenerative) practices
- Some organic gardening or farming experience.

Conditions for Employment:

Position is located outdoors most days with some office work required. Selected candidate:

- Must be available to work normal office hours, plus various night and weekend hours.
- Must possess a current cell phone number to be accessed by Executive Director for contact purposes.
- Must be willing and able to work outdoors in all weather conditions including rain, heat, and wind.
- Must have an up to date background check.

General Hours of Work:

- This contracted position runs from April- October for approximately 20 hours per week with possible. Work hours and days are flexible and can be determined based upon schedule, however, generally will run from Monday- Friday afternoon with some evenings and weekends.

To apply:

- Please fill out an application at:
<https://www.livingearthcentermn.org/livingearthcenteremployment/2021-living-earth-community-garden-manager-application.html>
- Attach a resume
- Attach one letter of recommendation or have it sent by the recommender to lpeterson@ssndcp.org.

Applications will be reviewed on an ongoing basis until the position is filled.