



### **Position Description**

**Position Title:** Community Garden Manager

**Employment Hours:** Part time, approx. 20 hours a week.

**Employment Dates:** May- August with possible time in September and October

**Pay Rate:** \$5,700

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 Coordinator 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 Coordinators 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).
- Ensure that all COVID-19 Guidelines are being followed and safety measures taken.
- Assign new gardener plots and conduct new gardener orientation and training.

- Assist with Garden maintenance and upkeep including weeding, watering and harvesting produce using sustainable methods and practice.
- Assists with implementation and administration of volunteer services.
- Develop programs to help educate garden visitors and general public about sustainable practices.
- Deliver produce to partner organizations including but not limited to- Theresa House, Welcome Inn, and ECHO Food Shelf and others in need.
- 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.
- Be able to work outside in all weather conditions.

**Preferred Qualifications:**

- Enrolled or accepted into a Bachelors or Master’s Degree 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 position runs from May- August for 20 hours per week with possible time in September and October to help with Garden close. Work hours and days are flexible and can be determined based upon schedule, however, generally will run from Monday- Friday afternoon evenings and weekends.

**To apply:**

- Please fill out an application at: <https://www.livingearthcentermn.org/2020-living-earth-center-garden-coordinator-application/2020-living-earth-community-garden-coordinator-application.html>
- Attach a resume

- Attach one letter of recommendation

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