

**Gleaners Community Food Bank of SE MI
Job Description**

Job Title: Garden Coordinator
Reports To: Program Manager
FLSA Status: Non-Exempt
Department: Program Services
Last Update: February 2021

The **Garden Coordinator** is a seasonal position responsible for the day-to-day activities of the Victory Garden located in Livingston County. This position is scheduled 30-40 hours per week during the garden season (*approximately April 1st to October 31st*).

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Conduct day-to-day activities for the Victory Garden including maintaining, growing, and harvesting produce.
2. Recruit, schedule and supervise community volunteers for all stages of the garden season.
3. Provide capacity building support to the Livingston County garden network through routine sharing of best practices, local resources and nutrition education.
4. Maintain Victory Garden production and equipment records.
5. Facilitates weekly deliveries of produce to Livingston County produce carts.
6. Collect, record and report the production data for the cumulative Livingston County garden network.
7. Schedule and facilitate community gardening education events.
8. Demonstrate and support the Gleaners mission, vision and values throughout all professional responsibilities and activities.
9. Other duties as assigned

Scope of Position:

Budgetary Responsibility:	Low
Personnel Responsibility:	None
Access to Confidential Info:	Low
Supervisory responsibility:	None
Community contact:	High
Donors:	Low
Volunteers:	High
Food Partners:	Moderate

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education/Experience

1. High School Diploma or GED, required. Associate's Degree in nutrition, community health or related field, preferred.
2. Farming or gardening experience, required.
3. Proficiency with a variety of farm equipment, machinery, and hand tools, required.
4. Proficiency in propagation, transplanting and pest/disease management, preferred.
5. Experience working with and/or supervising volunteers, preferred.
6. Understanding of Good Agricultural Practices (GAP) and Good Handling Practices (GHP) protocols desired, but not required.
7. Requires the ability to work with diverse populations. Understanding of Detroit/Detroit-Metro area communities preferred.
8. Requires flexibility of scheduling, including regular evening and weekend hours.
9. Requires a valid driver's license and proof of insurance.
10. ServSafe certification desirable, but not required.

Language Ability

Excellent verbal and written communication skills, as well as strong interpersonal skills.

Math Ability

Ability to add and subtract two digit numbers and to multiply and divide with 10s and 100s. Ability to perform these operations using units of American money and weight measurement, volume, and distance. High degree of comfort with writing and managing budgets required.

Reasoning Ability

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Demonstrated problem-solving and decision-making ability to correct unforeseen issues on the spot during events. Ability to work with volunteers, community leaders, and the public. Ability to multi-task, prioritize and perform under pressure. Ability to adapt to a flexible work schedule is also required.

Computer Skills

To perform this job successfully, an individual should have a thorough working knowledge of the Microsoft Office suite of products.

Equipment

The position will call for safely operating farming equipment and irrigation. The position requires some intrastate travel with personal vehicle.

Work Environment

Work will be performed primarily in a farm environment, in an office and in the community. While performing the duties of this job, the employee may be exposed to weather conditions prevalent at the time. The noise level in the work environment is usually low.

Physical Demands

The employee must have the ability to lift 50lbs and readiness for the physically rigorous task of farming.

While performing the duties of this job, the employee is frequently required to speak, hear, and use hands. Moderate amounts of walking, sitting, or standing are occasionally required.

Remote Work

The essential duties and responsibilities of this position requires the Garden Coordinator to report to the garden or warehouse approximately 75-80% of the time.

Pending manager approval, remote work is available 20-25% of the time for this position to complete the following:

- Administrative tasks that include but not limited to program reports, routine paperwork, responding to email and phone calls, the development of annual garden planning, and community events
- Scheduling volunteers and responding to volunteers inquiries
- Attending virtual meetings with Gleaners Program team and external network partners