

Updated 12-28-2021

Garden Coordinator Job Opening

About Downtown Greens

Downtown Greens is a nonprofit founded in 1995 in downtown Fredericksburg, VA, with a mission to foster community involvement and growth by protecting and nurturing urban greenspace through collaborative environmental stewardship and experiential education.

Position Overview

We are hiring a Garden Coordinator to oversee the maintenance and development of our 2.8 acre public garden space in alignment with Downtown Greens' mission. The Garden Coordinator is responsible for planning, designing and maintaining our garden spaces in coordination with program staff with some assistance from staff, board members, and volunteers. They will run the weekly Garden Hours Program. The Garden Coordinator will receive direction, work closely with, and report directly to the Executive Director.

Hours

40 hours per week.

Set volunteer Garden Hours are Thursdays from 3-6pm and Saturdays 9am-12pm each week which are required hours. The remaining hours are unscheduled and are to be completed throughout the week as necessary.

Required Skills and Experience

The Garden Coordinator is responsible for the overall maintenance and improvement of the entirety of the grounds. They will be a creative problem solver, have excellent interpersonal communication skills, and the ability to keep a shared garden space organized. They will be a self-motivated, independent worker who can also work well on a team. They must be comfortable working outside in all weather conditions and able to lift 40 pounds without difficulty.

The ideal candidate will have experience with the following:

- Organic gardening, outdoor education, landscaping, food production
- Working with people from diverse backgrounds
- Strong planning, organizational, and multi-tasking skills
- Supervising volunteers
- Enthusiasm for biodiversity, urban gardening, permaculture, and building community

All applicants will be required to complete a criminal background check.

Primary Responsibilities

- Ensure that the 2.8 acre urban greenspace is safe
- Lead or co-lead Garden Hours, a biweekly garden volunteer opportunity for the community on Saturdays 9am-noon and Thursdays 3-6pm.
- Train, engage, and work alongside garden volunteers to develop long-term productive relationships to increase volunteer retention.
- Help design and develop new garden beds, signage, and other physical improvements.
- Work closely with the Program Coordinator on garden maintenance and planning, including the youth education gardens.
- Assign Farm Manager tasks in planting and maintenance of youth education gardens.
- Manage grounds maintenance including mowing, weeding, ensure pathways are safe and free of debris, trash removal, watering when needed.
- Develop, maintain, and promote positive and professional relationships with staff, volunteers, neighbors, media, gardening groups, and the general public.
- Manage and support overall plant and soil health by using sustainable and organic gardening practices.
- Maintain inventory of garden equipment and supplies; order additional materials as needed.
- Coordinate garden tours with visiting groups, seasonal horticultural walks, etc.
- Assist with educational programming and special events.
- Other garden-related duties as assigned by Executive Director.

Work Schedule and Compensation

Work schedule varies based on season, but includes Saturday mornings from 9am-Noon and Thursday afternoons from 3-6pm for weekly Garden Hours.

Hourly rate is \$15 and includes professional development opportunities and paid time off.

How To Apply

Submit both a resume and cover letter to downtowngreens@gmail.com. Applications must be complete to receive consideration. Applications will be reviewed on a rolling basis until the position is filled.

Downtown Greens is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.