

Updated 2-23-2022

## **Head Gardener Job Opening**

*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.*

### **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 Head Gardener to oversee the maintenance of our 2.8-acre public garden space in alignment with Downtown Greens' mission. The Head Gardener is responsible for maintaining our garden spaces in coordination with program staff with some assistance from staff, board members, and volunteers.

Within each position at Downtown Greens there is a large component of community building, and the Head Gardener's role is no different. Though their main responsibility is the physical maintenance of the garden, there is also an expectation of community building through positive interactions with neighbors and community members visiting the garden.

They will run the twice-weekly Volunteer Garden Hours Program and coordinate with the contracted Turf Maintenance provider and Farm Manager to ensure the overall maintenance of the grounds. The Head Gardener will receive direction, work closely with, and report directly to the Executive Director.

### **Hours**

35 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 Head Gardener 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, food production
- Working with people from diverse backgrounds
- Strong planning, organizational, and multi-tasking skills
- Supervising volunteers and groups
- Enthusiasm for biodiversity, urban gardening and/or permaculture, as well as building community

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

### **Primary Responsibilities**

- Ensure that the entire 2.8-acre urban greenspace is safe and accessible.
- 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.
- Foster and maintain relationships with visitors to the garden.
- Work symbiotically with the Farm Manager and Turf Manager to complete planning and maintenance of the general gardens and youth education gardens.
- Assist with garden-based programs and special events as needed.
- Lead or co-lead Garden Hours, a twice-weekly garden volunteer opportunity for the community on Saturdays 9am-noon and Thursdays 3-6pm.
- Promote a positive and professional volunteer experience
- Receive and respond to requests for group visits and volunteer events in the garden.
- Coordinate, train, engage, and work alongside all garden volunteers and volunteer groups to increase volunteer retention by developing long-term productive relationships.
- Maintain accurate volunteer attendance records.
- Other garden-related duties as assigned by the 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.

The position includes professional development opportunities and paid time off.

Compensation is \$17 per hour

### **How To Apply**

Submit both a resume and cover letter to [admin@downtowngreens.org](mailto:admin@downtowngreens.org). Applications must be complete to receive consideration. Applications will be reviewed on a rolling basis until the position is filled.