

Garden Assistant: Job Description and Responsibilities

Hiring February 2019, to start immediately

Hours:

6 per week, April-October, Thursdays from 3-6pm and Saturdays from 9am-noon during the Garden Hours Program

Description:

The Garden Assistant is a responsible, enthusiastic, personable individual to assist the Horticultural Director as they organize, maintain and nurture Downtown Greens' 2.7 acre organic greenspace. Tasks include mulching, weeding, pruning, planting, and other garden tasks as assigned by the Horticultural Director.

The Garden Hours program was created over 20 years ago to both maintain the garden space and provide an experiential learning opportunity for community members in organic gardening and environmental stewardship. The Garden Assistant, with guidance from the Horticultural Director will help direct the occasional volunteer group, while making sure that they have the tools and supplies necessary to complete their tasks.

Responsibilities:

- Arrive promptly for weekly Garden Hours Thursdays 3-6pm and Saturdays 9am-12pm.
- Report to and work closely with the Horticulture Director.
- Join the Downtown Greens team for 3 hours during two special events during the season, representing the organization and the Garden Hours Program. This could include annual DTG fundraising events or the annual Earth Day celebration.
- Lead small groups in garden tasks as instructed by the Horticultural Director. The candidate will show initiative; must be responsible and professional.
- Properly represent the organization to volunteers and community members
- Other duties as assigned by Horticultural Director

Requirements:

- Reliability and promptness
- Hardworking
- Shows initiative
- Excellent interpersonal skills
- Constructive problem solving
- Show enthusiasm for biodiversity, nature, gardening and community/cooperation
- Ability to work outside in adverse weather conditions
- Ability to lift 40lbs.
- Must be able to pass a criminal background check

To Apply:

Submit a resume and cover letter to downtowngreens@gmail.com