

	<b>JOB DESCRIPTION</b>	
	Position Title	Garden Manager/Volunteer Coordinator
	Reports to	Executive Director
	Revised	May 2018

**POSITION OVERVIEW**

The Garden Manager will manage all garden related activities at the Wimberly Center, a community space located in the Glenwood Neighborhood in Winder, GA. The Wimberly Center Community Garden will be an active community space focused on growing four things in the neighborhood: food, wellness, leadership, and a strong community. We accomplish our work through various programs, including open garden hours for the community, a seasonal farm stand to distribute our produce to neighbors, healthy cooking workshops, gardening workshops, leadership development, community-based art projects, and partnerships with several local community-based organizations.

**DUTIES AND RESPONSIBILITIES**

- Direct all aspects of growing fresh produce. Tasks include, but are not limited to, seasonal garden planning with WHA tenants, procuring seeds and seedlings, organizing and setting priorities for work days and weekly garden “open hours”, general maintenance (weeding, watering, composting, etc.), hosting open garden hours 5-10 hours per week (depending on season), and providing learning opportunities for children in the garden by engaging them in daily operations.
- Coordinate WHA tenants to assist with planning and execution of garden and community programs. Facilitate monthly meetings. Identify and coordinate opportunities for WHA members to maximize their capacity to be excellent gardeners and community leaders
- Research grants and assist with writing grant applications to secure funds for garden activities/programs, and assist with grassroots and crowdsource funding efforts. Manage accounting for garden operational budget: record all financial transactions (e.g. grant awards, expenditures, private donations, etc.) and work with our fiscal agent to plan for and track garden expenses. Provide monthly expense report to WHA Board.
- Facilitate gardening workshops and provide administrative and operational support for community programs (e.g. healthy cooking workshop, workshops facilitated on-site by other organizations).
- Develop and implement creative community outreach strategies to engage new members of the community on an ongoing basis, including occasional door-to-door outreach, creating and posting flyers and managing weekly social media posts; taking, filing, and posting photos of garden events/activities, etc.
- Seek creative partnerships and opportunities for collaboration with nonprofit community groups to strengthen garden program offerings and to build relationships with local community-based organizations.
- Track volunteer hours, activities weekly

## **REQUIREMENTS**

- Have at least two years of experience working in an urban farm or community garden in a leadership role, or have a strong background in agriculture or gardening and education
- Have strong communication skills—written, verbal, and in one-on-one interactions—and be comfortable working in/with groups.
- Be an outgoing self-starter willing to develop and act on creative opportunities to increase the Wimberly Center Community Garden value as a resource both to local residents and organizational partners
- Be highly organized, able to work independently, and exercise sound judgment given creative latitude in garden management
- Be able to perform physical work required for garden maintenance

## **MINIMUM QUALIFICATIONS REQUIRED**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform the essential job functions, the following minimum qualifications or standards are required:

- **Language Skills** – Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- **Mathematical Skills** – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.
- **Reasoning Ability** – Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills** – To perform this job successfully, an individual should have working knowledge of Microsoft Office software, particularly Outlook, Word, and Excel. General knowledge of Scott Accounting software is preferred.
- **Physical Demands** – The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
  - While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell.

- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Work Environment – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
  - While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.
  - The noise level in the work environment is usually moderate.

## **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical – Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- Design – Generates creative solutions; Demonstrates attention to detail.
- Problem Solving – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Project Management – Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
- Customer Service – Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- Interpersonal Skills – Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- Oral Communication – Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.
- Written Communication – Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information.
- Change Management – Communicates changes effectively.
- Teamwork – Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- Quality Management – Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

- Business Acumen – Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.
- Cost Consciousness – Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- Ethics – Treats people with respect; Keeps commitments; Works with integrity and ethically. Upholds organizational values.
- Organizational Support – Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values;
- Judgment – Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Motivation – Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Takes calculated risks to accomplish goals.
- Planning/Organizing – Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- Professionalism – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality.
- Quantity – Completes work in timely manner; Works quickly.
- Adaptability – Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality – Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability – Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative – Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Innovation – Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

**SPECIAL REQUIREMENTS**

1. Ability to be covered under the Authority's liability policy.
2. Able to be covered under the Authority's fidelity bond.
3. Must possess and maintain a valid driver's license, proof of personal auto insurance and a driver's record acceptable to the Authority's insurance carrier.

The statements contained here reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the work load. The functions listed are also examples of duties that may be required and in no way imply a contractual agreement between the employer and employee or affect the at-will relationship between the parties.

I have received a copy of my job description and understand I am responsible for ensuring that I am able to perform the functions assigned to me in a safe manner according to all laws, agency rules, policies and procedures.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Executive Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date