



Garden Coordinator Job Description

Purpose:

TCAA operates two community gardens where friends and neighbors can grow healthy food and build strong connections with their community. Under direction of the Community Engagement Supervisor, the Garden Coordinator maintains the garden space, keeps the space healthy and beautiful, and engages individuals of all ages in community gardening.

Supervision Received and Exercised:

Receives supervision from the Community Engagement Supervisor

Essential Functions:

Garden

- Maintain the lawn, garden beds, and green spaces
- Prune and trim trees and bushes
- Install landscapes and seasonal plants
- Maintain year-long planting/harvesting calendar
- Monitor and ensure plant health
- Keep garden and green spaces clear of debris and litter
- Harvest fruit and vegetables for distribution to volunteers and TCAA programs
- Pick up, transport, receive and distribute garden supplies
- Plan and conduct garden activities with volunteers and visitors
- Water and feed plants as appropriate.
- Maintain irrigation system
- Participate in the launching of earned revenue strategies benefitting community gardens; including the CSA
- Monitor and order inventory as needed
- Maintain production records, Harvest Logs
- Attend Garden Council meetings
- Track intern and volunteer attendance and hours
- Provide assistance with compost
- Perform other duties as assigned

General Responsibilities

- Serve as a liaison between TCAA and Garden Councils
- Maintain documentation of activities and results
- Provide input and recommendations on opportunities for improvement
- Attend ongoing planning and training meetings with staff
- Participate in a biannual evaluation of impact

Qualifications/Experience:

- 1-year experience as a gardener



- Basic horticultural knowledge
- Experience working with/directing the activities of interns and volunteers
- Familiarity with landscape design
- Extensive knowledge of regional plant life
- Knowledge of local pests and how to eliminate them
- Ability to lift heavy objects
- Ability to remain on your feet for long periods of time
- A love of the outdoors and plant life
- Ability to use and maintain gardening equipment, including mowers, trimmers and fertilizers, while following health and safety regulations
- Excellent customer service skills
- Clear written and verbal communication skills
- Creative problem-solving abilities
- Familiarity with Microsoft Office Suite

Education:

Requires HS Diploma/GED attainment. Post-secondary education desired.

License/Certifications:

- A valid AZ driver's license, auto insurance, vehicle for use on the job, and a clean driving record.

Status/Hours:

Part-Time 20 hours per week, flexible hours, including Saturdays

Job Description Acknowledgement

I have received, reviewed, and fully understand the job description for Garden Coordinator. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____

Employee Signature _____

TCAA is an Equal Opportunity Employer