



Position Description for _____ Part-Time Seasonal Community Garden Coordinator

Nature and Purpose of Position

This position, which shall be known as the Seasonal Garden Coordinator for the Muskingum Soil and Water Conservation District (MSWCD) Urban Greens program, located in Zanesville, Ohio, has been created under the authority of Section 940 of Ohio Revised Code (ORC). This position is the direct responsibility of the District Administrator and the Board of Supervisors. The position will focus on providing assistance to the Urban Agriculture/Education Specialist in the Urban Greens community garden program.

This position is seasonal, meaning that employment must end 120 days after it begins. It is part time, not to exceed 20 hours per week. Normal work hours may be from 8:00 a.m. – 4:30 p.m., however, the MSWCD recognizes that many in this position will have other jobs, so the schedule is flexible and hours may change based on need. May be required to work occasional evenings.

The position earns pro-rated sick leave (based on the number of hours worked). **There are no medical/health care benefits or vacation time earned associated with this position.**

Qualifications

Must be over the age of 18 and able to pass a drug screening and moving vehicle check. A BCI background check is required for anyone wishing to work with youth in the gardens. The fee for the background check is reimbursable for the position.

Knowledge of or willingness to learn gardening/urban agriculture practices is helpful, but the most important things are a willingness to help others, along with being a motivated, self-starter with the initiative to see the community garden succeed throughout the season.

General Duties and Functions

Each Garden Coordinator will be assigned to oversee a particular community garden, but will assist at any/all gardens as needed. The position incumbent shall:

1. Have a positive attitude and ability to work well with others, including youth, elderly, and those from economically distressed backgrounds.
2. Demonstrate predictable attendance as arranged with the Urban Ag/Education Specialist. Otherwise, the position incumbent will work as needed and as fits into his/her schedule.
3. Comply with all MSWCD policies, including Employment (Personnel) Policy, Board Policies, Position Description, Standards of Performance, and the Community Garden Rules and Code of Conduct.

4. Be physically capable to work in the gardens and to lift and handle the necessary tools and equipment.
5. Assist with the physical activities of the garden as needed, including garden site preparation, planting, weeding, pruning, trellising, mulching, moving compost, harvesting and weighing vegetables, etc.
6. Assist with recruitment of volunteers and groups interested in giving back to their community and network in the community if able.
7. Welcome volunteers and area residents into the garden and encourage participation.
8. Make Urban Ag/Education Specialist aware of new volunteers so that the proper paperwork can be completed and that the new volunteers understand the rules and garden code of conduct.
9. Serve as a liaison between the Urban Ag/Education Specialist and the garden volunteers. When a volunteer has a question, they should first ask their Garden Coordinator, and if they need further information for an answer the Coordinator will contact the Urban Ag/Education Specialist.
10. Assist with coordination of the volunteers working and tracking of volunteer hours.
11. Inform volunteers of upcoming garden events and training opportunities by talking with the volunteers, distributing fliers, and encouraging volunteers to follow the Urban Greens Facebook page for updates.
12. Take pictures of the garden, events going on in the garden, volunteers (with permission only), and produce. Pictures may be used on social media sites, promotional materials, and grant reports.
13. Responsible for proper maintenance, use, and storage of the garden tools and equipment. Also responsible for making sure all water access is terminated upon leaving the garden (make sure water is turned off and locked up if required).
14. Track pounds of produce harvested and where it is donated and record important data, including garden mapping and noting varieties of fruits and vegetables planted (including location and date) using provided spreadsheets.
15. May assist with the planning and conducting of tours, field days, educational events, workshops, and other related activities by the Urban Ag/Education Specialist. Relative programs will be offered for both adult and youth.
16. Keep Urban Ag/Education Specialist apprised of any needs of the garden or its volunteers.
17. Because employees must record their time in the ODA Beehive time-tracking software, position incumbents shall assist in the security of all electronic data, hard copies, and computer equipment. Position incumbents must remember that any personal information is private and gossip is not permitted in the gardens.
18. Must be insurable for vehicle operation and have a valid Ohio driver's license. May be required to use personal vehicle. Position incumbent will be required to use their personal vehicle to get to the garden or the MSWCD office.
19. Participate in and carry out assigned duties to forward the development of the Urban Greens program.

20. May be asked to assist with a radio and/or television program, news releases and *District News/letter* articles. For example, Garden Coordinators might be asked to write a short article about themselves for the District Newsletter, or to write up something for a social media post about events going on in his/her assigned garden.
21. Assist in developing and maintaining good working relationship within the office and with other offices at the local, state, and federal government levels. Support and participate in EEO and Civil Rights Program Activities. Perform all duties in a manner that consistently demonstrates fairness, cooperation, and respect toward co-workers and volunteers, and all others in the performance of official business. Demonstrate knowledge and support of and performs all duties in a manner consistent with EEO/Civil Rights policy.
22. May occasionally deal with unhappy people.
23. Perform all other urban agriculture related activities and duties as assigned.

Guidance and Supervision

The position incumbent is responsible for making his/her appointments, for developing his/her weekly schedule and changing the schedule as necessitated by requests for assistance and by weather conditions.

Direction and daily supervision will be provided by the Urban Ag/Education Specialist, District Administrator or other available SWCD staff. Coordination of scheduled activities will occur at regular staff meetings or as needed. Must communicate, orally or in writing, all work-related problems or concerns with the Urban Ag/Education Specialist or District Administrator.

Training

Training will be on-the-job as items come up. Coordinators are encouraged to attend the garden events held by CSU.

Performance Review

Because this is a short-term, temporary part time position, no official performance review will be given, however, it will be noted upon the employee's departure if he/she is eligible for re-hire with the District.

The employee agrees that all programs and services of the MSWCD, ODA, and USDA- NRCS are offered on a nondiscriminatory basis, without regards to race, color, national origin, age, sex, religion, marital or family status, disability, retaliation, political beliefs, sexual orientation, genetic information or handicap.

Employment Agreement

All duties and actions taken by the incumbent of this position while on official duty will be performed in a safe and healthful manner and will be of a nature to reflect favorably on the Muskingum Soil and Water Conservation District.

This position description in no matter states or implies that these are the only duties and responsibilities to be performed by the position incumbent, who will be required to follow other instructions and perform duties required by the position's supervisor or designee.

Adopted:

I understand and will perform to the best of my ability the job duties and requirements specified in this position description.

Board Chairperson

Date

Employee

Date

Reviewed and approved by the MSWCD Board of Supervisors at the regular May 10, 2022 meeting. Updated April 2023.