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## POSITION DESCRIPTION

**POSITION TITLE:** COMMUNITY GARDEN MANAGER

**DEPARTMENT:** Parks & Recreation

**CLASSIFICATION:** Part-Time/Non-Exempt

**APPROVED BY:** City Manager

**REPORTING RELATIONSHIPS:** N/A

**POSITION REPORTS TO:** Director of Park and Recreation

**POSITIONS SUPERVISED:** N/A

### POSITION PURPOSE:

Manage the City's Community Garden Program. Manage fifty community gardens operated by the City and maintain positive relationships with community members from all around Carpinteria.

Individual will work 20 hours per week (not to exceed 999 hours in a fiscal year).

### ESSENTIAL FUNCTIONS AND BASIC DUTIES:

- **Outreach and communications:**

Serve as the primary contact for all garden-related matters and assist with the City's outreach to increase the level of active participation in our gardens and provide support for existing and new gardens. In some cases, leading information sessions at neighborhood meetings or local events will be required of the job. In addition to communication with the public, the Garden Manager will be required to collaborate with partner organizations in and outside Carpinteria.

- **Garden logistics and budget:**

Handle all garden-related logistics including facilitating infrastructure improvements, soil deliveries, water access issues, vendor relationships, garden budgeting and purchasing. This

includes both handling the ongoing demands and needs of the gardens, and forecasting future requirements and visioning of how to improve the delivery of gardening support services in the future.

- **Management of garden plots:**

Manage the public use of the garden plots, including billing and payments.

- **Education:**

Serve as an educational resource for gardeners in one-on-one and group settings by providing expertise and support. Coordinate with other Master Gardeners for regularly scheduled public educational presentations.

- **Garden volunteer coordinator:**

Manage volunteer days in gardens and the logistics leading up to these days.

- **Liaison and representative:**

Assist with coordination, attend and in some cases lead various stakeholder meetings such as our monthly Garden Coordinator meeting and Food Policy-council meetings related to urban gardening.

- **Data management:**

Manage all data relevant to the City gardens including gardener contact information, garden infrastructure needs, gardener surveys, soil delivery and other shipments to gardens, soil quality and testing in gardens and grant-related accounting.

- **Grant writing and reporting:**

Assist office staff with grant writing and reporting related to the Community Garden Program.

Responsibilities will vary with specific tasks assigned as needed and to address the changing needs of the gardens.

## **QUALIFICATIONS:**

### **EDUCATION/CERTIFICATION:**

High school degree or equivalent.

### **REQUIRED KNOWLEDGE:**

Demonstrated experience and strong knowledge of gardening.

Interpret and apply pertinent Federal, State and Local laws, codes and regulations.

Knowledge of Carpinteria's diverse neighborhoods and in particular Carpinteria's food system and environmental arena is highly desired.

**EXPERIENCE REQUIRED:**

Two – three years of experience in various farm and garden settings including experience teaching others about agriculture. Master Gardener is a plus.

Experience running meetings, giving presentations and resolving conflict is desired.

**SKILLS/ABILITIES:**

- **Strong organizational and skills**

Must be highly reliable with a keen sense of responsibility. A can-do attitude to their work, with a creative approach to solving problems. Ability to manage a large amount of information required of an organization handling the needs of 50 different community gardens. Ability to multi-task and work well under pressure.

- **Strong communication and interpersonal skills**

Oral and writing skills and an ability to relate to and communicate effectively with people of diverse backgrounds and styles. Ability in Spanish language is a plus.

- **Strong Computer skills**

Microsoft Office applications such as Word, Excel and Outlook. Photoshop skills are a plus.

- **Excellent project management skills**

Proven track record in setting project objectives and timelines and managing tasks against a project plan. Ability to manage multiple project components and make adjustments in response to changing conditions.

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**INTENT AND FUNCTION OF JOB DESCRIPTIONS**

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*

*In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the City.*

*Job descriptions are not intended as and do not create employment contracts. This is an at-will position. Employees can be terminated for any reason not prohibited by law.*

