

**Town of Yarmouth
Yarmouth Parks, Recreation, & Community Services**

**Job Description
Yarmouth Community Garden – Children’s Garden Coordinator**

GENERAL PURPOSE

Plans, maintains, and oversees the children’s garden plot which consists of ¼ acre of established beds. Plans and oversees a seven-week summer garden explorer’s camp. Supports overall mission and garden policies.

SUPERVISION RECEIVED

Works under the supervision of the Yarmouth Community Garden (YCG) Steering Committee and Yarmouth Community Services Department (YCS).

SUPERVISION EXERCISED

Supervises numerous volunteers, including summer camp counselors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develop an annual planting plan for the garden.
2. Responsible for planning and leading a seven-week summer children’s garden camp program.
3. Plan, oversee, and carry out all aspects of the garden: soil preparation, planting, maintenance of the beds and tools, transplanting, watering levels, pest control, harvesting, weeding, and fall clean up.
4. Responsible for submitting information for the YCS activity guide. Responsible for checking-in with YCS regarding summer camp participant levels.
5. Responsible for the organization of the children’s garden shed.
6. Order seeds with consultation from the Steering Committee members.
7. Coordinate and carry out the plan for growing seedlings at Estabrooks.
8. Coordinate the work/harvesting on Saturday mornings.
9. Organize and coordinate the duties of the volunteers, including summer camp counselors. Lead and instruct when necessary.
10. Keep the steering committee members informed via email or in person. Attend steering committee meetings to help plan for the growing season and the future of the garden.
11. Communicate and maintain an effective working relationship in conjunction with the coordinator of the community plot, coordinator of the rental plots and volunteers.
12. Coordinate and lead the children’s craft table at the annual harvest dinner.
10. Manage Garden expenditures with adherence to the budget. Responsible for submitting receipts to YCS.
11. Perform other work as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school
- (B) Experience in organic gardening
- (C) Experience in working with children

Necessary knowledge, Skills and Abilities:

- (A) Considerable knowledge in organic gardening, planning and administration
- (B) Excellent communication and interpersonal skills
- (C) Knowledge of gardening equipment
- (D) Functional knowledge of email communications
- (E) Ability to develop, coordinate and direct varied activities related to a community garden
- (F) Ability to establish and maintain effective working relationships with employees, supervisors, other

- agencies, participants, instructors, community leaders and the general public
- (G) Ability to communicate effectively orally and in writing
 - (H) Ability to plan and supervise the work of volunteers.

SPECIAL REQUIREMENTS

Valid state driver's license or ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer, laptop, calculator, copy and fax machine, phone, mobile or portable radio, camera, A/V equipment, scoreboards, security systems, recreation-based management software, automobile.

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 frequently required to walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and the 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 occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually minimal while in the office, and moderately loud when in the field.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: August 30, 2023

The Town of Yarmouth is an EOE.