



North Bay Heritage Gardeners Job Posting for Horticultural Coordinator

Purpose: The Heritage Gardeners horticultural coordinator is responsible for assisting and reporting to the executive director and executive committee regarding the horticultural activities of the Heritage Gardeners. With the guidance of the executive director, the horticultural coordinator is responsible for the following supervisory and management tasks:

Responsibilities

- Assist with the horticultural activities of the Heritage Gardeners.
- Connect and assist team leaders and Heritage Gardeners with gardening activities.
- Submit reports and attend committee meetings.
- Supervise and create tasks for the temporary Canada Summer Job students under the direction of the executive director and executive committee.
- Create work schedules for Canada Summer Job students in collaboration with the executive director.
- Ensure that tasks are carried out according to the work schedule.
- Ensure appropriate safety standards and procedures are met and followed by volunteers and staff members of the Heritage Gardeners.
- Ensure the safe keeping and appropriate use of tools and equipment.
- Keep an up-to-date inventory of equipment and plants.
- Document plantings and changes to garden designs and update the database.
- Make compost, mulch and plant orders as needed.
- Collect seeds and other fundraising items from the gardens.
- Present at the Team Leaders Meeting.
- Provide a short tutorial at the Annual Waterfront Clean-up.
- Assist in the writing and development of education materials and delivery of education sessions as needed.

Staff Supervisory / Management Responsibilities

- The supervision of Heritage Gardener participants and any staff that are retained for gardening purposes.
- Accepting additional duties as there may be times in which the horticultural coordinator is assigned responsibilities at the discretion of the executive director and executive committee.
- Communicating with team leaders, design chair and North Bay Parks and Recreation regarding bed design, gardening, waterfront activities, and requests.
- Occasional weekend and evening shifts may be required, as requested, to meet the needs of gardening teams.

Knowledge and Skills Required

- Experience and knowledge in the planning, maintenance and care of horticultural gardens in a northern environment.

- Standard First Aid & CPR considered an asset.
- Strong interpersonal skills with the ability to work cooperatively with a wide range of individuals and interests.
- Flexibility to accommodate non-standard working hours necessary depending on the season.
- Demonstrated organization skills.

Work period: Monday, April 20, 2020 to Thursday, July 30, 2020

Hours of work: 28 hours/week from Monday to Thursday

Rate of pay: \$19.00 /hr

Application Deadline: Monday, March 30, 2020

Please submit your resume and cover letter by e-mail to heritage.gardeners@heritagenorthbay.com or mail at North Bay Heritage Gardeners 100 Ferguson St., North Bay, ON P1B 1W8 before the application deadline.