



## North Bay Heritage Gardeners Gardening Assistant (4 positions)

**Job Focus:** To assist volunteer gardeners and employees with gardening tasks.

### Key Duties and Responsibilities

- Assist volunteers with gardening tasks such as weeding, planting, pruning and edging.
- Add soil amendments and mulch using wheel barrows.
- Deliver supplies to volunteer gardeners.
- Assist the horticultural coordinator and executive director with program duties.

**Qualifications:** Those in the fields of Recreational Studies, Horticulture, Environment and Landscaping will be given preference.

### To be eligible for hire under Canada Summer Jobs, the candidate:

- (a) is between 15 and 30 years of age (inclusive) at the start of employment;
  - (b) is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act\**; and
  - (c) is legally entitled to work according to the relevant provincial/territorial legislation and regulations.
- \*International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.

### Skills

- Physically fit as there will be some heavy work.
- Ability to work well with all age groups, especially seniors.
- Willing to be helpful and possess patience.
- Able to work independently and as part of a team with excellent communication skills.
- Punctual, flexible and adaptable with a strong work ethic.
- Comfortable working in the outdoors (tolerant of insects).

Candidates need transportation to and from the Waterfront. CSA approved safety boots and gardening gloves are required. Casual dress, hat, sunscreen and a water bottle are recommended. Regular working hours from Monday to Thursday. An occasional split-shift, evening and weekend work may be needed. COVID-19 safety guidelines are in place for employees and volunteers. Employees must always follow COVID-19 safety guidelines.

**Compensation:** 30 hours per week at \$14.25/hour for nine weeks.

**Start Date:** Early summer. Pending COVID-19 allowances.

**Please submit a resume and cover letter by Monday, May 10, 2021 at 4 p.m. to** 100 Ferguson St., North Bay, ON P1B 1W8, Suite 112, 245 North Bay, ON **or by email to** [heritage.gardeners@heritagenorthbay.com](mailto:heritage.gardeners@heritagenorthbay.com). Due to the volume of applications, you may not receive correspondence.

**This position is funded by Canada Summer Jobs**