



North Bay Heritage Gardeners
Job Posting
Horticultural Assistant (1 Position)

Purpose: The horticultural assistant supports the horticultural coordinator with gardening activities and volunteer requests. Under the guidance of the horticultural coordinator and the executive director, the horticultural assistant is responsible for the following tasks:

Responsibilities

- Assist the horticultural coordinator with activities related to developing and maintaining the garden beds along North Bay's Waterfront.
- Support volunteers with gardening activities.
- Follow all safety standards and procedures.
- Maintain the shed, tools and equipment.
- Weeding, adding soil amendments and plant identification.
- Deliver supplies to volunteers.
- Keep an up-to-date inventory of equipment and plants.
- Prepare compost, mulch and plant orders as needed.

Skills

- Physically fit to fulfill the requirements of the position including bending, lifting (50lbs), digging, carrying, and walking.
- Able and willing to work outdoors.
- Ability to work well with all age groups, especially seniors.
- Strong interpersonal and listening skills.
- Experience and knowledge in the planning, maintenance and care of horticultural gardens in a northern environment is an asset.

Qualifications

- Diploma or degree in Horticulture, Recreation, or previous experience in landscape design, perennial gardening or demonstrated personal interest.
- A bicycle available during work hours is an asset.
- Standard First Aid & CPR is an asset.

Candidates need transportation to and from the gardens. CSA approved safety boots and gardening gloves are required. Flexible hours as occasional evening work is needed.

Work period: Monday, May 30, 2022 to Thursday, August 11, 2022
Hours of work: 24 hours/week from Monday to Thursday
Compensation: \$15.00 /hr

Please submit your resume and cover letter by e-mail to nbhgjobs@heritagenorthbay.com before **Monday, May 15, 2022**. While we appreciate the interest of all applicants, only those selected for an interview will be contacted.

The North Bay Heritage Gardeners is an Equal Opportunity Employer in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code.