



## Assistant to the Gardeners

<b>Wage Info:</b>	\$15.50/hour
<b>Number of Positions:</b>	4
<b>Term:</b>	Temporary full-time 6-8 weeks (length of employment pending funding)
<b>Education:</b>	High school diploma or equivalent
<b>Position Start Date:</b>	22-May-2023
<b>Application Deadline:</b>	05-May-2023

### About North Bay Heritage Gardeners

The North Bay Heritage Gardeners are dedicated to developing a year-round, community-based, educational, horticultural, and environmental program focusing on waterfront beautification.

### The Position

Reporting to the Executive Director and Horticultural Coordinator, the Assistant to the Gardeners is responsible for assisting the Heritage Gardener employees and Volunteer Gardeners with gardening tasks as assigned.

Typical working hours will be Monday to Thursday; however, an occasional split-shift or weekend work may be required. Candidates will be responsible for providing their own transportation to and from the Waterfront and CSA approved safety boots.

The ideal candidate will demonstrate an interest and/or background in perennial gardening, be able to bend, lift and occasionally carry up to 40 lbs. The successful candidates will have a track record of being punctual as well as demonstrating excellent communication skills, and loves working with people of all abilities age groups, especially including seniors and the general public.

### Key Duties and Responsibilities

- Assist volunteers with gardening tasks (weeding, planting, pruning and edging).
- Add soil amendments and mulch using wheel barrows.
- Deliver supplies to volunteer gardeners.
- Assist the Horticultural Coordinator as assigned.
- Participate in program activities as assigned by the North Bay Heritage Gardener's Executive Director.

## **Qualifications:**

1. Physically fit as this position frequently involves some heavy outdoor work.
2. Team player with excellent communication skills
3. Strong work ethic and willingness to support volunteers whenever needed
4. Legally entitled to work in Canada 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.
5. Preference will be given to those who have completed some post-secondary study or demonstrated personal interest in the fields of Recreational Studies, Horticulture, Environmental Control and Landscaping

## **How to Apply:**

**Please submit a resume and cover letter via email to [heritage.gardeners@heritagenorthbay.com](mailto:heritage.gardeners@heritagenorthbay.com).**