



**United Way**  
City of Kawartha Lakes  
Change starts here.

### **Community Garden Liaison—summer student position**

United Way for the City of Kawartha Lakes has been a consistent leader in providing training opportunities for students and volunteers.

The Community Garden Liaison position is funded through Canada Summer Jobs-Service Canada. The successful candidate must sign and adhere to the United Way's confidentiality agreement and act with best practices in regard to work ethics and practices. He/she must exercise standard safety practices while on site and performing duties off-site for the United Way for the City of Kawartha Lakes. This position pays \$14.50/hour.

### **General Responsibilities**

The incumbent will work with staff to:

- Assist with the preparation of marketing materials to promote work in the community around agricultural networking & community gardens
- Attend Farmers' Markets and other events to promote the United Way and its programs, especially community garden and food security initiatives
- Liaise with individuals and local agencies to help develop garden programs in low income neighbourhoods
- Support improved health outcomes and food security for local residents
- Assist with building garden plots and provide educational resources for people who take on these garden plots
- Link individuals to cooking and nutrition classes
- Help set up a watering system
- Develop garden resource material and to help document the yields from the plots
- Assist with setting up agency plots and nurturing Grow-a-Row plots for our local food banks

Please Note: Due to the nature of the work, flexibility in scheduling will be required and some weekend work will be assigned. This position has a physical component, with lifting and tasks associated with gardening/harvesting.

### **Skills**

Well-developed interpersonal skills  
Communication skills both verbal and written (report writing)  
Hands on experience in gardening and volunteer management

### **Core Competencies**

#### **Analytical Thinking:**

Uses business knowledge and experience to solve routine problems. Asks questions to determine the sources of the problem; discusses possible solutions.

**Communication Skills:**

Communicates clearly and confidently both verbally and in writing to a variety of audiences. Demonstrates the ability to tailor information and delivery to suit the nature of the material, audience and situation. Demonstrate a skill set in relationship development with people of all ages and abilities.

**Customer Orientation:**

Strong focus on customer service. Regularly handles questions and provides friendly and courteous customer service.

**Execution and Organizational Skills:**

Organizes work and information in a well thought out manner to deliver on specific tasks to meet deadlines. Able to manage changing priorities effectively: and adjust workflow accordingly.

**Team Work Skills:**

Demonstrates: an understanding of the overall work of the United Way, a positive attitude, the ability to work independently and as part of a team

**Criteria as laid out by the Canada Summer Jobs Agreement, “Participant” means an individual who:**

- (a) is between 15 and 30 years of age (inclusive) at the start of employment;
- (b) was registered as a full-time student during the preceding academic year;
- (c) intends to return to school on a full-time basis during the next academic year;
- (d) is a student in a secondary, post-secondary, vocational or technical program;
- (e) is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and
- (f) is legally entitled to work according to the relevant provincial/territorial legislation and regulations

**Reports to:**

The successful candidate will report to the Executive Director and Community Development Assistant.

A valid driver’s license and access to a vehicle are considered assets to this position.  
Bilingualism is considered an asset.

Resumes must be received no later than noon on Tuesday, May 22, 2018. These must be e-mailed or hand delivered to:

**Attention:** Shantal Ingram - Community Investment Coordinator, 50 Mary St. W. Lindsay, ON

Email: [communityinvestment@ckl.unitedway.ca](mailto:communityinvestment@ckl.unitedway.ca)

Cover letter should reference “Student Job Applicant – Community Garden Liaison”.

We thank all candidates in advance and please note United Way will contact directly those selected for interviews.

United Way City of Kawartha Lakes

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50 Mary Street West, Lindsay, ON K9V 2N6

705-878-5081 | fax : 705-878-0475

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