

Community Garden Coordinator—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 Coordinator 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 procedures. They 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 Community Garden Coordinator will work with staff to:

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

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
Knowledge of Microsoft Office

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.

Leadership and Customer Service Skills:

Develops and leads workshops for a variety of audiences. 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.

Teamwork 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. 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.

Reports to:

The successful candidate will report to the Executive Director and Projects and Communications Coordinator.

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 Thursday, May 16th, 2019. 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

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

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

United Way City of Kawartha Lakes

Change starts here.

50 Mary Street West, Lindsay, ON K9V 2N6

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