



Garden Assistant — 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.

This position will be of interest to individuals considering entering the skilled trades in the field of Landscape Horticulture. The successful applicant will have the opportunity to increase their knowledge about topics such as plant health and care, soil care, basic tools care, record keeping and best environmental practices.

General Responsibilities

The Garden Assistant will work with staff to:

- Perform the day-to-day tasks of maintaining a large-scale garden including planting, watering, weeding, harvesting and distributing produce
- Assist with the cleaning and maintenance of garden tools, storage sheds, irrigation systems and composters
- Assist with preparing produce for delivery to community food security initiatives (ie picking and washing produce)
- Assist with recording and reporting of produce yields and day-to-day activities at the garden
- Assist with the promotion of United Way CKL's events, programs and partnerships related to food security, food literacy and local food
- Work with the Community Event Promoter to tell the story of this exciting and unique project through written and video storytelling
- Assist with onsite workshops and educational sessions that will be provided for the public

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

Hands on experience in gardening
Well-developed interpersonal skills
Detail oriented
Communication skills both verbal and written

Core Competencies

Analytical Thinking:

Uses 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 to a variety of audiences. Demonstrates the ability to tailor information and delivers to suit the nature of the material, audience and situation. Demonstrates a skill set in relationship development with people of all ages and abilities.

Customer Service Skills:

Assists with workshops for a variety of audiences. Answers questions and provides friendly and courteous customer service when required.

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. As part of this position, the Garden Assistant will be working closely with permanent and summer staff, volunteers and local subject matter experts.

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 Community Investment 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 on Thursday, June 6th, 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 – Garden Assistant”.

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.

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