

Title

Vegetable Garden Coordinator

Reports to

Horticulture Manager

Status

Full-time/Non-Exmpet, Seasonal

Salary

\$16-\$22/hour

The Vegetable Garden Coordinator manages the Vegetable Garden at the Idaho Botanical Garden (IBG). This position works with the IBG Horticulture Department to create a dynamic, high quality edible landscape and corresponding plant collection for the purpose of public education.

Responsibilities

- Performs a wide range of maintenance tasks vital to the vegetable garden; including but not limited to soil preparation, planting, mulching, weeding, watering, composting, irrigation, and pesticide and fertilizer application.
- Follows crop planting and propagation calendars to ensure seasonal availability of produce. Manages harvest and tracks crop yield. Facilitates produce donation program.
- Works with supervisor to manage irrigation program schedule for the Vegetable Garden.
- Works with Greenhouse & Nursery Coordinator to propagate crops for transplanting and occasional sales.
- Follow specified procedures in performing single or multi-task assignments. May work as a member of a crew with other staff or volunteers, or individually. Assignments are received verbally and/or in writing from the supervisor.
- Must be able to coach and direct volunteers through a variety of horticulture tasks.
- Conducts classes related to food gardening and urban agriculture.
- Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality of horticulture and educational experience; applies feedback to improve performance; monitors own work to ensure quality.
- Must have a keen eye for garden detail.
- Must be able to assume responsibility for following all guidelines related to safety, equipment operation, and maintenance tasks.
- Other duties as assigned.

Skills, Specifications, & Experience

- Associate or Bachelor degree in Horticulture, Agriculture or related field.
- Five years of professional experience in the horticulture or agriculture field.
- Proven interpersonal and teaching skills with adults and children.
- Possesses a friendly, polite, service-oriented demeanor while interacting and working in close proximity to garden guests. Must answer a variety of questions regarding the horticulture collection.
- Behaves and communicates in a manner that promotes and fosters a culture of teamwork and cooperation with internal and external customers.
- Focuses on solving conflict; approaches others in a tactful manner; accepts responsibility for own actions; follows through on commitments; remains open to new ideas and approaches.
- Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.
- Ability to carry up to 50lbs

Requirements

- Ability to use computers for tasks such as email correspondence and calendar scheduling within Microsoft Suite.
- At least two years of experience in all aspects of routine farm or food garden maintenance working with a professional gardening, horticulture, landscaping or agriculture operation.
- A valid Idaho driver's license and clean driving record.
- Ability to pass a background check.
- Ability to occasionally work weekends.

- Ability to work in various weather conditions such as cold, snow, or rain.

To Apply

Submit resume and cover letter to
hire@idahobotanicalgarden.org

It is understood that this job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by the Vegetable Garden Coordinator within this job, but this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position