

Position Title: Garden Coordinator

Date Revised: March 2025

Reports To: President/CEO; 1 month provisional employment period, followed by 3-month evaluation

Supervises: Garden Volunteers, Garden Interns, Garden Work Study Students; collaboratively works with all staff members of MHC

Status: Part-time, 20 hours per week

Salary: \$18 per hour

Job Objective

The Garden Coordinator supports Mother Hubbard's Cupboard's community garden program through garden planning and maintenance, volunteer workday coordination, educational programming, resource distribution, and program management and evaluation. We are currently seeking a Garden Coordinator to direct available resources and people to make the garden grow in ways that:

- build community through patron engagement with the garden and garden-related activities,
- provide opportunities for the sharing of gardening skills and knowledge through accessible experiences in the garden and classroom, and
- are responsive to patron needs.

MHC is a community food resource center that increases access to healthy foods for all people in need in ways that cultivate dignity, self-sufficiency, and community. The Garden Program manages an on-site, open-harvest, organic community garden, where interns, volunteers, and patrons come together to learn, share, and grow skills related to the growing of food through hands-on experience. The community garden is a place that welcomes patrons to experience and harvest a variety of fresh produce as part of their pantry shopping experience. Staff, interns, and volunteers work together to make the garden a welcoming space of open engagement, skill sharing, and community building.

Qualifications

1. Believe that access to healthy food is a basic human right.
2. Have passion for food justice and community garden programming.
3. Identify with the [vision, mission, and values](#) of MHC.
4. Experience planning and maintaining an organic vegetable garden or farm.
5. Ability to physically lead the tasks of garden maintenance.
6. Excellent communication and interpersonal skills.
7. Have a collaborative and flexible working style.

8. Strong leadership capability with the ability to support, direct and educate a diverse array of patrons, volunteers, and interns.
9. Resourceful and open to creative solutions and opportunities.
10. Ability to prioritize projects, work within short time frames, and meet deadlines.
11. Desire to continuously learn and teach about gardening, community building and food justice.
12. Must provide proof of COVID-19 vaccination.

Essential Duties and Responsibilities

1. Work with staff and volunteers in the implementation of short and long range plans, policies and programs of the Hub (15%)
2. Responsible for coordinating day-to-day planning and operation of the gardening program and garden education (60%)
3. Support food pantry operations and other programs as needed (25%)

Community Garden Program

1. Recruit, train, and coordinate a diverse group of volunteers, patrons and interns in the fun and fruitful maintenance of the community gardens
2. Collaborate with Programs Coordinator to execute educational opportunities for MHC patrons with an emphasis on building relationships and community
3. Source and distribute materials for patrons to garden at home as easily and economically as possible
4. Write, implement, and manage Garden Program budget, including making and tracking purchases
5. Plan for the health and long term sustainability of the garden
6. Manage supplies and materials (compost, seeds, containers, plant starts, etc) for garden program and for sharing with patrons
7. Maintain the outdoor space (i.e. keep sidewalk clear and accessible, keep entry into lot clear of obstructions, pick up trash, remove invasives)

Administration and Communication

1. Participate in weekly MHC Staff meetings and ongoing staff trainings
2. Participate in MHC fundraisers and special events as needed
3. Oversee garden interns
4. Take photos of program activities, and note stories to share in MHC communications
5. Oversee garden program recordkeeping to track and analyze program inputs and impact
6. Oversee compost program calendar and volunteers
7. Other duties as assigned