



Berks Nature is seeking a Community Garden Coordinator

Please send a resume and qualifications to andrew.fetterman@berksnature.org

The Community Garden Coordinator brings together Berks Nature's urban gardeners, partners, and other non-governmental organizations for our community garden sites located within the City of Reading. This may include outreach efforts to expand community involvement. This position may make recommendations on urban greening projects including budget recommendations and implementation of projects. The position requires a genuine interest in and experience with the out-of-doors, conservation knowledge, good communication skills, and a genuine appreciation in working with diverse audiences. Gardening experience and knowledge is not required. Bilingual (Spanish and English) speaking applicants are preferred. Residents of the City of Reading will be given greater consideration for the position.

Reports to: *Vice President for Land and Stewardship*

Hours: Part-Time, up to 16 hours per week starting on or after March 4 and ending mid-November (no later than Thanksgiving), weather dependent.

Compensation: \$18 - \$21/hour depending upon experience.

Specific duties include but are not limited to:

- Working with gardeners in an urban setting to manage, maintain and support the Berks Nature's community garden program;
- Maintaining positive working relationships with necessary partners including (but not limited to) the City of Reading, Reading Housing Authority, Berks Nature donors/sponsors, Greater Reading Urban Agriculture cohort, neighborhood organizations, City Council, landowners, Master Gardeners, Berks County Cooperative Extension, and local neighborhood organizations to create new and or support existing local community gardens;
- Maintaining the aesthetics of existing gardens and work to create new gardens as opportunities arise;
- Handle garden plots leases (in English and Spanish) with individual gardeners, distribute written garden rules etc., dispense and collect garden keys at the beginning and end of growing season,
- Manage garden budgets and work within existing funding;
- Coordinate with Berks Nature's Community Educator, as needed, to build relationships with neighborhood representatives to expand utilization of our community garden sites;
- Coordinate, as needed, with Berks Nature staff in charge of managing the Teaching Garden at The Nature Place;
- Recruit and oversee volunteer garden managers and volunteer workdays in the gardens;
- Other duties as assigned.

Qualifications (Minimum qualifications and experience):

- Act 33 (child abuse), 34 (criminal history), 151 and 114 (FBI background) clearances or ability to obtain them;
- Reliable transportation.

Experience Preferred but Not Required:

- Ability to organize, recruit and work with volunteers and volunteer organizations;
- Garden experience.

Knowledge Skills and Abilities:

- Knowledge of natural history, biology, ecology, and related fields;
- Good communication skills;
- Excellent organizational skills;
- Ability to communicate well and regularly with our team;
- Proficiency in Spanish and English a plus.

Physical Aspects of the Position:

- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist clients in an emergency (fire, evacuation, illness, or injury);
- Capable of lifting 50 pounds;
- Ability to hike over uneven/steep terrain with materials;
- Physical ability to garden, mulch, weed etc.

Some physical requirements of an environmental position could be endurance including standing, walking or hiking, some bending, stooping, and stretching. Verbal communication to groups of gardeners and/or partners in an outdoor setting.

A successful applicant will have:

- Ability to multitask and work independently;
- Ability to be entrepreneurial, analytical and solution-oriented;
- Proficiency in Microsoft Office Suite (Word, Outlook, Excel);
- Strong written and oral communication skills.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. State and federal clearances will be required and adhering to Berks Nature's COVID policies is mandatory.

Just like it takes a diversity of species to make our natural environment thrive, Berks Nature recognizes that having a culture of inclusion where all individuals feel respected and are treated fairly will bring us a power of talent to do our work and engage others in the love for and protection of nature. Accordingly, it is Berks Nature's goal to be intentional and inclusive in the involvement, engagement, and empowerment of all groups of people within our community to help Berks Nature achieve its mission. Berks Nature will take the broadest possible view of diversity in order to attract, develop, engage and retain people from all walks of life and backgrounds in our work. Berks Nature endeavors to not see any species become extinct. So to, we desire not to neglect or exclude any audience from our work.