

GSA Garden Coordinator Job Description

General:

Create an annual timeline/schedule.

Be familiar with and adhere to the provisions set out in the Community Garden License Agreement between Carleton University and GSA Carleton Inc.

Develop relevant policies and procedures in consultation with the GSA Executive and/or Board of Directors as required.

Develop and implement policies for social distancing in the garden in consultation with the GSA Executive and/or Board of Directors as required.

Administration in relation to the allocation of plots, and time slots for visiting the garden on a weekly basis.

Maintenance of the Garden:

Coordinate and oversee all elements of the Garden, including but not limited to water systems, compost, security measures, winter preparation, and general upkeep.

Make best efforts to adhere to principles and practices of sustainable horticulture.

Where appropriate, work with students/researchers to implement innovative growing techniques and design projects.

Liaise with Facilities Management and Planning as required.

Participant/Volunteer Coordination:

Oversee the application and selection process for participants.

Oversee participants' involvement in the Garden and monitor all plots.

Ensure the Garden is a safe(r) space, identify any concerns, and invoke disciplinary/remedial measures/processes if required.

Strive to ensure the health and safety of all persons while on the premises of the Garden.

Outreach and Community Engagement:

Conduct outreach to members of the Carleton and Ottawa communities as needed.

Maintain relationships with partner organizations.

Contribute updates to the Grad Bulletin, GSA website and social media, and engage in additional promotional activities as needed.

Promote the Garden during GSA Welcome Weeks activities as requested by the Executive.

Develop and implement workshops for participants and/or the community as resources permit.

Act as a spokesperson for the project if requested to do so by the GSA Executive and/or Board of Directors.

Reporting:

Consult with and report to the GSA Executive Committee and/or Board of Directors.

Attend meetings as required.

Provide a written and verbal report to the GSA Council as requested.

Promptly notify the GSA of any real or potential problems or risks relating to the Garden.

Financial:

Develop and monitor an annual budget in consultation with the GSA Vice-President Finance.

Purchase materials as required and as authorized.

Prioritize the use of recycled or reused materials wherever feasible.

Assist with the solicitation of funds as required.

Additional services may be required upon written agreement of both the Client and Contractor.