



PLEASE POST IMMEDIATELY

WATERFRONT NEIGHBOURHOOD CENTRE COMMUNITY FOOD SUMMER GARDENER

SUMMARY:

Under the supervision of the Director - Fundraising & Communications and Manager - Building Operations/Facilities, this position will provide a quality, inter-generational community food gardening summer program for program participants and people of all ages who want to participate in Waterfront Neighbourhood Centre's community food garden program.

DUTIES AND RESPONSIBILITIES:

1. Assists WNC staff and volunteers in the operation and maintenance of a quality, community food gardening summer program for people of all ages, attending WNC summer programs and local resident volunteers.
2. Attends all required training and orientation activities.
3. Arrives for scheduled shifts on time and participates in regular staff meetings.
4. Assists in planning and implementing age-appropriate, health and wellbeing, environmentally-friendly, organic square footage garden-based education programs at WNC and local community gardens.
5. Facilitates input from WNC staff, community gardening volunteers and program partners in garden design, program development and implementation.
6. Maintains WNC gardens as needed (preparation, planting, weeding, watering, harvesting, etc.)
7. Operates regular gardening sessions with local volunteers and community partners.
8. Maintain a co-operative gardening relationship with the public.
9. Assist with planning of the annual Community Harvest Party
10. Collects, maintains and manages files (e.g. registration, participant information) respecting privacy regulations.
11. Assists with managing the garden budget and petty cash.
12. Assists with purchases (e.g. snack, supplies, guest speakers, outings, etc.) within budget.
13. Works with Director – Fundraising & Communications to handle and document program incidents.
14. Know, enforce and follow WNC program safety guidelines.
15. Assist with co-ordination of program, community special events, corporate volunteer activities.
16. Other duties as assigned.

MINIMUM JOB REQUIREMENTS:

1. Working on a Degree or Diploma in a horticulture/environmental studies related program and experience working with people of all ages (including those with special needs).
2. Applicants must meet the funding criteria, and be between the ages of 16 and 30 years, a current full-time student and must be returning to school full-time in Fall 2018.
3. Successful certification in standard CPR/First Aid (CPR/First Aid training will be provided as part of summer camp training).
4. Must possess a Vulnerable Sector Police Reference Check.

KNOWLEDGE, SKILLS AND ABILITIES:

- Experience in planning, implementing and promoting community gardening programs for people of all ages.
- Energetic, resourceful, organized, and able to manage time.
- Works well independently and as part of a team.
- Experience working with persons from diverse social, cultural and economic backgrounds.
- Excellent verbal and written communication skills.

Salary Scale: Summer Contract - Student
\$14.66/hour + 6% vacation and mandatory Employment Standards benefits

Start Date: June 18 – August 24, 2018 | 37.5 - 40 hours per week / half hour unpaid lunch

Deadline for application: March 30, 2018

Please send resume to:

Community Food Summer Gardener Hiring Committee
Waterfront Neighbourhood Centre
627 Queens Quay West,
Toronto, Ontario M5V 3G3
Email: info@waterfrontnc.ca

This position is dependent on funding. Only those applicants who are selected for an interview will be contacted.

Please note that all applicants are encouraged to provide a valid email address for communication purposes. Applicants who provide an email address may receive their written correspondence with respect to this job posting directly to the email address provided with their application. As an applicant, it is your responsibility to ensure that you check your email regularly to receive this correspondence.

In accordance with Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and the City of Toronto's Accommodation Policy; accommodation will be provided in all parts of the hiring process. If you are an individual with a disability and you need accommodation in applying for this position, please email us at: info@waterfrontnc.ca, quoting the job title.