

Job Title: Community Garden Manager  
FLSA Status: Exempt  
Reports to: Program + Partnerships Director  
Department/ Function: Growing  
Date Revised: 2/16/2023  
Approved by: M. Tsupros

**Purpose of Role:** Under general supervision, responsible for developing, coordinating, and executing all aspects of community garden production, distribution and systems, as well as day-to-day garden operations. This includes overseeing and working with 3-7 summer and fall interns/ AmeriCorps Vista Members and supporting local residents to grow in assigned garden beds.

**Supervisory Responsibilities:**

- Manage and oversee work and schedule and personal/ professional growth of 3-7 interns during summer and fall growing seasons. Hiring will be done in tandem with Education and Events Coordinator. Conduct timely performance evaluations.

**Duties/Responsibilities:**

1. Oversee all aspects of planning, executing, and post-harvest of 3 vegetable gardens, a community orchard, and sunflower garden. Including weeding, composting, and season extension in order to meet organizational production to serve 25-30 salad subscriptions shares and aesthetic goals.
2. Coordinate success of one community garden, ie. working with the community to ensure smooth transition from PCF garden to community garden.
3. Update and implement PCF specific post- harvest handling practices, including proper record keeping and reporting-- work with Farm Manager to train all necessary individuals to ensure safety and compliance across the organization.
4. Work with appropriate staff to ensure compliance of all certifications, insurance and licensing laws (including SNAP/ EBT, etc) for individuals, infrastructure, and garden operations.
5. Collaborate, and sometimes manage and oversee Community Day tasks and other various volunteer events in the gardens.
6. Manages relationships to grow stakeholder trust and engagement in the community.
7. Perform other duties as assigned.

**Education & Experience (required):**

- High School Diploma or equivalent.
- Passion for the Partridge Creek Farm mission.
- Minimum five (5) years' experience growing food in northern climate.
- Minimum of two (2) years' experience working in a community garden setting or vegetable production farm.
- Minimum of two (2) years' managing people.
- Experience growing and caring for perennial fruit

**Knowledge, Skills, & Abilities (required):**

- Self-starter with the ability to excel in unconventional environments.
- Excellent record keeping skills.
- Strong verbal and written communication skills.
- Good computer skills, proficiency with google and microsoft suites
- Strong attention to detail and organization skills.
- Strong work ethic, professionalism, positive attitude, and integrity.
- Strong leader and community relationship building skills.

**Knowledge, Skills, & Abilities (preferred):**

- Understanding of and experience growing northern growing zones.
- Working knowledge of season extension and soil remediation.
- Certification in Agriculture or Urban Agriculture or equivalent
- Experience working with bees

**Benefits:**

- Hourly, \$17-20/ hour based on experience
- Paid Professional Development opportunities
- Lots of vegetables and fruit available seasonally

**Additional Information:**

- Part-time, 9-month employee (March- November)
- Approximately 24 hours (3 days) per week, Monday-Friday, with flexible schedule, presence in office is required
- Attend weekly staff meetings
- Direct staff reports: 0
- Direct intern reports: 3-7 depending on season
- Travel Requirements: minimal
- License and Certification Requirements: FSMA certification (can be acquired after hire)

**Working Conditions:**

Working environment is split between the office and outdoor garden environment, generally working independently or as part of or leading a team of people. Ability to work in adverse weather conditions, drive a truck with trailer, and lift a minimum of 40 pounds is required.

**Disclaimer:**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Partridge Creek Farm reserves the right to alter this description at any time. PCF practices the concept of equal employment opportunity with respect to hiring, promotions, transfers, pay discipline, fringe benefits, and all other terms and conditions of employment. No individual will be discriminated against, and no employment decisions will be made, on the basis of an individual's race, color, national origin, religion, age, gender, protected disability, marital status, familial status, veteran status, height, weight, or citizenship.