



WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

- JOB TITLE:** Gardening Coordinator
- DEPARTMENT:** Maintenance & Field Support Staff
- LOCATION:** Food Distribution Building – Tribal Complex
- SALARY:** Minimum: TBD Midpoint: TBD Maximum: TBD
- REPORTS TO:** Food Distribution Program Director

JOB SUMMARY:

Gardening Coordinator will help build and coordinate a community Garden and Nutrition Education Program. Will work directly with low-income families in providing Nutrition Education that focuses on MyPlate and Low Sodium concepts.

CORE DUTIES AND RESPONSIBILITIES:

1. Recruits and supports low-income families/individuals to participate in the community garden.
2. Facilitates meetings with individuals to plan garden activities and provide Nutrition Education to FDP or potential FDP participants.
3. Coordinates spring events to encourage participation in the community garden.
4. Designs and installs garden structures and pathways.
5. Establishes and maintains community partnerships with local organizations.
6. Works with individuals to coordinate their involvement in the gardens and kitchen. Supports participants in learning affordable and sustainable gardening practices.
7. Coordinates and/or teach on-site classes that teach participants how to grow, prepare, and preserve fresh fruits and vegetables.

8. Coordinates activities and learning opportunities in the community garden to promote the MyPlate and Low Sodium concept.
9. Supervises distribution of gardening supplies – seeds, plant starts, winterization materials, and educational materials.
10. Develops and supports leadership opportunities for individuals in the community garden.
11. Establishes and maintains participant tracking and other data collection systems.
12. Evaluates and reports program results.
13. Performs other duties related to the position as necessary or assigned by Program Director.

SPECIFIC PROGRAM DUTIES:

1. Maintains and grows the garden to ensure it meets specific requirements and expectations.
2. Performs basic maintenance such as cutting the grass, emptying bins, managing weed control, and leaf raking.
3. Plants and nurtures new fruit and vegetable plants
4. Works with hand tools and basic light machinery such as plant vehicles and small diggers.
5. Maintains responsibility for the service of all garden equipment and machinery.
6. Maintains and cleans the garden by clearing rubbish and litter from the garden and surrounding grounds.
7. Advises FDP Director on the cost of plants and garden necessities with detailed written quotations and reports.
8. Ensures a safe environment for staff and clients by adhering to safety and health regulations.
9. Provides Nutrition Education classes with FDP and potential FDP participants which focus on MyPlate and Low Sodium concepts.
10. Provides cooking demonstrations and/or taste testing with produce grown and picked from the Community Garden.
11. Works with tribal programs to encourage participation in the Community Garden.

EDUCATION AND EXPERIENCE:

Required: High School or General Education Diploma AND a minimum of 1-year experience in an increasingly responsible coordinator capacity with a demonstrated experience serving in an entry-level capacity and/or combination of education, training, and experience equal to 1 year can be substituted that must be documented.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledgeable in Microsoft Word, Excel, and PowerPoint.
2. Knowledgeable and skilled in correct spelling, grammar, and administrative office procedures.
3. Knowledgeable of all types of general office equipment, i.e. copiers, calculators, postage meters, and fax machines.
4. Skills to read, analyze, and interpret documents and write routine reports and correspondence.
5. Skills in communication, both oral and written, to interact with departmental staff, clients, officials, funding agencies, and other individuals regarding program and client matters.
6. Ability to organize and maintain clear and concise records.
7. Ability to be a self-starter and be able to work with a minimum amount of supervision.
8. Ability to maintain the highest level of confidentiality and professionalism at all times.
9. Ability to operate software for letter processing and spreadsheets.
10. Ability to read computer screens and printed documents.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job. The employee is exposed to wet and/or humid conditions, high temperatures, and other outside weather conditions. The noise level in the work environment is usually moderate to occasionally loud.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be physically able to operate a variety of office equipment and light/heavy equipment. While performing the duties of this job, the employee is frequently required to stand; walk; reach; climb or balance; stoop; kneel; crouch or crawl. The employee must frequently lift, carry, and move more than 25 pounds. Specific vision abilities required by this job

include close vision, distance vision, color vision, and depth perception.

SPECIAL REQUIREMENTS:

Possess a valid Oklahoma Driver’s License. Subject to a background check and drug screening. Must sign a Confidentiality Agreement and abide by confidentiality regarding the program. The Wichita and Affiliated Tribes hiring preference policy applies.

This certifies that I have read the position description and I am capable of performing all essential functions of the job.

EMPLOYEE

DATE

DEPARTMENT SUPERVISOR

DATE

CHIEF OPERATIONS OFFICER

DATE

HUMAN RESOURCES DEPARTMENT

DATE

Job descriptions are used primarily to assist in the identification of the core duties and responsibilities of a position and to be used in determining the level of compensation for the position. Other duties and responsibilities may be added or removed at the discretion of the Wichita Affiliated Tribes Executive Management.