



JOB DESCRIPTION

Identification

Department: Recreation

Position: Garden and Green Space Coordinator

Supervisor: Director of Recreation

Hours of Work: 40 hrs/wk. Normal Hours of work are from Monday to Friday, 8:30 am to 4:30 pm, or as required.

Scope: Under the direct supervision of the Director of Recreation, the Garden and Green Space Coordinator will oversee the successful implementation and management of community garden initiatives, municipal beautification projects, and nature-based programming. This role will work closely with community members, volunteers, and program staff to ensure accessibility, engagement, and sustainability in green spaces across the municipality.

Desired Qualities/Qualifications:

- Completion of high school and enrollment in post-secondary education, preferably in Horticulture, Environmental Studies, Recreation Management, or a related field.
- Previous experience working with community-based programs, gardens, or environmental initiatives is an asset.
- Strong organizational and leadership skills with the ability to coordinate volunteers and community members.
- Creative, dependable, and enthusiastic about community engagement and environmental stewardship.
- Experience or familiarity with planning and implementing beautification or nature-based projects.
- First Aid/CPR Level C certification is desirable or a willingness to obtain.

Duties: Responsibilities include, but are not limited to the following:

Programming

- Collaborate with community garden plot holders to share information, address accessibility needs, and foster inclusive engagement.
- Work with program staff to plan and implement nature-based activities for community members and program participants.
- Coordinate and support the formalization of a Community Garden Committee to enhance community involvement and input.
- Plan and execute beautification projects at municipal parks, playgrounds, and trails, ensuring projects

align with community needs and sustainability goals.

- Develop and promote educational opportunities related to gardening, environmental stewardship, and green space utilization.

Administrative

- Maintain accurate records of community garden participants, volunteer schedules, and project budgets.
- Purchase necessary equipment and supplies for garden and beautification projects, adhering to allocated budgets.
- Prepare reports on project outcomes, participation, and feedback as required by the department.
- Attend staff meetings and contribute to departmental planning and evaluation processes.

Public Relations/Promotions

- Actively promote green space initiatives, beautification projects, and garden programs through social media, brochures, and community outreach.
- Engage with community members, volunteers, and stakeholders to build positive relationships and foster collaboration.
- Serve as an ambassador for the Recreation Department, advocating for the importance of accessible and vibrant green spaces.

Supervisory

- Recruit, train, and coordinate volunteers to support garden maintenance, beautification efforts, and related programs.
- Provide mentorship and leadership to volunteers, ensuring a positive and productive experience.
- Collaborate with the Community Garden Committee to align volunteer efforts with project goals and timelines.

The Coordinator will be responsible for performing all duties listed and any additional responsibilities as assigned by the Director of Recreation or Active Living Coordinator.