



## Community Gardens Coordinator

**OBJECTIVE:** This direct service position collaborates with another Coordinator to apply Capital Roots' community gardens model consistently across 54 gardens in four counties. Coordinators communicate clear program expectations, distribute needed seeds and materials, provide supportive property maintenance, and cultivate relationships with gardeners. This year-round position mixes office and physical outdoor work differently across the seasons, mostly outdoor April- Oct., mostly indoor Nov. - March; a successful Coordinator will enjoy applying both their physical and mental powers to community service.

### QUALIFICATIONS:

- 2-3 years relevant experience, with horticultural, or human service background preferred
- Excellent communication abilities. Works effectively independently, as well as within team settings
- Willingness to operate outdoor machinery independently, including mowers, weed whackers, tillers etc.
- Demonstrated ability to problem solve, collaborate and communicate with diverse audiences
- Must bring enthusiasm, a desire to learn, and a genuine interest in Capital Roots' mission to the position
- Must have a valid driver's license, a driving record acceptable for insurance coverage and a willingness to fully utilize company pickup trucks including loading and unloading of equipment
- Candidates must enjoy outdoor work in all seasons, be able bend and crouch, and to lift 50 pounds
- Candidates must be able to accommodate occasional evening and weekend hours
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### ESSENTIAL DUTIES:

- Plan and host annual registration and orientation sessions for new and returning gardeners
- Assist gardeners with gardening education, conflict resolution and maintaining shared garden infrastructure
- Maintain well-organized, accurate records for the program, using excel, google docs and other methods
- Develop and execute yearly maintenance plans for gardens. Assess and encourage gardeners' maintenance of individual plots
- Use and perform minor maintenance on garden machinery and tools, such as mowers, tillers and weed whackers. Use hand and power tools for minor carpentry, fence repair etc.
- Regularly visit, assess and supply gardens. Maintain meaningful communications with gardeners and garden leaders through best format, whether email, phone, or face-to-face
- Guide interns, volunteers and garden leads through registrations, work parties and garden improvements
- Solicit and acknowledge in-kind donations of seeds and plants from farms and businesses
- Work occasional evening and weekend shifts for work parties, sign ups etc.
- Work closely with other Capital Roots teams to encourage cross-program collaboration and efficiency, build program resiliency, and cultivate our unique organizational culture
- Fulfill other duties as assigned by Manager and Program Officer

### USEFUL KNOWLEDGE, EXPERIENCE, SKILLS:

- Horticulture, garden tool and outdoor equipment knowledge
- "Handiness." Practical problem solving and comfort with small engines, basic construction.
- Conflict resolution and community organizing

**SALARY & BENEFITS:** This is a full-time non-exempt position (40 hours per week) paid at an annual rate of \$33,800 per year. The typical work schedule is 9 am to 5 pm Monday-Friday, however some evenings or weekends may be required as needed. Excellent benefits including comprehensive medical insurance and dental insurance upon hire. In addition to

generous vacation time, we observe 11 paid holidays – including three floating holidays – and offer paid personal and sick time. You also have the option to enroll in our 403b retirement plan.

**About Capital Roots:** Capital Roots is striving to create a more vibrant and equitable food system in New York’s Capital Region. We work to reduce the impact of poor nutrition on public health in New York’s Capital Region by organizing community gardens, providing healthy food access, offering nutritional and horticultural education for all ages and coordinating urban greening programs in Albany, Rensselaer, Schenectady and southern Saratoga Counties. Our mission is to cultivate and nourish communities by creating equitable access to fresh foods and green space in support of a robust regional food system. **To learn more go to [www.capitalroots.org](http://www.capitalroots.org).**

Capital Roots is an Equal Opportunity Employer that is committed to creating a multicultural organization. We actively seek a diverse pool of candidates for this position, especially candidates of color. We seek to foster diversity across our organization and welcome the unique contributions our team members make based on their diverse perspectives, backgrounds, and lived experiences.

**Send cover letter and resume (no calls please) to:** Jason Rowe – Gardens & Youth Training Manager  
594 River Street, Troy NY 12180 | email: [gardensyouthmanager@capitalroots.org](mailto:gardensyouthmanager@capitalroots.org)