



ORGANIC GARDEN SUPERVISOR

Number of Positions:	1
Salary:	\$17.75/hour + one Meadowbrook Park garden plot (15'x17')
Employment Dates:	Late February through early November
Work Days:	Specific times and dates to be arranged but flexible; must be available on Sunday, November 1, 2026
Typical Hours:	March-April: ~10 hours total May-Sept: ~5 hours/week Oct-Nov: ~15 hours total
Cumulative Total:	Estimated 125 hours total

GENERAL DESCRIPTION/ESSENTIAL FUNCTIONS:

Under the supervision of the Environmental Services and Outreach Coordinator, the Organic Garden Supervisor monitors the district's organic garden service at Meadowbrook and Victory parks. The supervisor hosts garden hours, conducts garden inspections, informs and assists gardeners, presents gardener meetings and assists with garden programming.

DUTIES AND RESPONSIBILITIES:

1. Effectively present the Organic Garden program goals and guidelines to program participants.
2. Prepare and present New Gardener Meetings (February through May) and events as needed.
3. Communicate with participants in person and via letters, emails, garden kiosk and phone as needed.
4. Work with Environmental Services & Outreach Coordinator to develop an organized system to keep track of garden plot status, equipment upkeep, and participant adherence to the Organic Garden Guidelines.
5. Plan, present and evaluate garden potlucks, programs and tours as needed.
6. Assist garden participants with questions, garden problems and complaints.
7. Communicate with the Environmental Services & Outreach Coordinator and the public as required.
8. Perform light maintenance tasks and hauling of garden equipment.
9. Follow all UPD and Nature Center policies and procedures.

WORK TRAITS:

1. Ability to communicate effectively, both orally and in writing

Date Written: 2012

Date Revised: August 2013, January 2014, January 2015, January 2016, January 2019, March 2026

2. Skills in leadership techniques and management
3. Enthusiasm and respect for organic gardening
4. High degree of motivation and initiative
5. Enjoy working with the general public
6. Ability to work well independently

DESIRED EDUCATION EXPERIENCE:

1. Demonstrated understanding of organic gardening techniques
2. At least two years towards a degree in Plant Biology, Agriculture, Horticulture or related field; or relevant experience

PHYSICAL EFFORT AND WORK ENVIRONMENT:

- Must have the ability to work outdoors under various weather and environmental conditions.
- Must have the physical ability to traverse uneven ground.
- Must have the ability to tend to a garden plot.
- May be required to lift and carry up to 50 pounds in various forms.