



## **JOB DESCRIPTION**

### **Garden Manager (Full-Time), Edible Schoolyard NYC**

#### **ABOUT THE ORGANIZATION:**

Edible Schoolyard NYC (ESYNYC) partners with public schools to transform the hearts, minds, and eating habits of young New Yorkers through a seed-to-table education. Edible Schoolyard NYC's goal is to change attitudes, preferences, and behaviors around healthy eating, and to educate and empower children to make healthy food choices for themselves, their communities, and the environment. In 1995, nationally acclaimed restaurateur and food activist Alice Waters created the first Edible Schoolyard in Berkeley, California, pioneering the notion that the best place to teach children the connection between food, health, and the environment is in our schools. Established in 2010, Edible Schoolyard NYC is the first northeastern affiliate of the program and is committed to bringing the vision of a garden-based edible education to New York City.

#### **ABOUT THE POSITION:**

This is a full-time, year-round, non-exempt position. The Garden Manager is responsible for garden operations and maintenance at the two larger Edible Schoolyard NYC gardens, referred to as Demonstration Sites: P.S. 216 in Gravesend, Brooklyn, and P.S. 007 in East Harlem, New York City. The Garden Manager works closely with school-based Edible Schoolyard NYC program teams (2 garden teachers, 2 kitchen teachers, and Program Manager at each site), while reporting to the Head Garden Manager.

P.S. 216 is an established half-acre in-ground garden with a greenhouse classroom, high tunnel, chickens, and an orchard. It produces enough fruits and vegetables to stock a weekly farm stand. P.S. 007 is a raised-bed and container garden, plus a small intensive green roof and a shade/pond garden. The weekly farm stand in East Harlem is stocked with produce from Greenmarkets, with the garden contributing small amounts. Both sites are true learning gardens, offering ongoing opportunities to grow new crops, try different cultivation and composting methods, share knowledge with other urban farmers, and find creative ways to engage the school community in gardening.

The Garden Manager collaborates with program staff and supervises volunteers and apprentices to ensure that gardens:

- Meet garden and kitchen program needs for teaching, food production, student activities, workshops and community events;
- Are well-maintained, safe, secure, and beautiful, year-round;
- Support ESYNYC development and outreach initiatives;
- Demonstrate best practices for environmentally sound, food-producing urban school gardens.

The Garden Manager works independently much of the time, coordinating with the Head Garden Manager to ensure that both sites receive consistent care. The typical weekly schedule includes two days at P.S. 007 and three days at P.S. 216 during the growing season, with more flexibility in the winter. Occasional weekend days and evening hours are required for special events such as community garden days, weekend volunteer days, and fundraisers.

From April through November, the Garden Manager will spend most of their time gardening with regularly-scheduled weekly volunteers at both sites, and keeping up garden paperwork in the office. They meet weekly with garden teachers to coordinate garden jobs and issues and with the Head Garden Manager to determine horticultural goals, troubleshoot, schedule, and plan projects and purchases. The Garden Manager is also encouraged to present aspects of their work to the greater community through workshops or conference presentations when they feel comfortable doing so.

#### **RESPONSIBILITIES**

Responsibilities include but are not limited to:

**GARDEN OPERATIONS (35%)**



- Identify and address horticultural & livestock needs day to day. Monitor plant and soil health; research and implement methods to improve garden production over time.
- Maintain up-to-date garden task lists, checklists, and purchase lists.
- Keep garden records (seeding log, harvest log and tally, volunteer log, inventory).
- Receive and process supplies and equipment orders.
- During winter months, review records, collect input from teaching staff, and research crop options to create comprehensive planting plans (indoor seed-starting, direct-sowing, transplants, and bed plan) for both gardens.
- Help plan and prepare garden work day projects.
- During winter months, perform routine maintenance on tools and equipment. Manage hydroponic systems and containers in greenhouses.
- Participate in recruitment and hiring of summer apprentices; supervise summer apprentices, mid-June through mid-September.

#### **GARDEN WORK AND VOLUNTEER SUPERVISION (50%)**

- With Program Managers, set calendar and define volunteer needs, schedule, recruitment, and intake process for each volunteer season (spring, summer, fall).
- Supervise volunteers in the garden three days a week, April through November. Direct all garden tasks including but not limited to: propagation, soil care, composting, plant care, harvesting, equipment maintenance and repair, garden carpentry, chicken care, etc.
- Compile volunteer task lists and farm stand harvest list; write job boards.
- Send a “what to expect” email to all volunteers each week.
- Supervise harvesting and set-up for weekly farm stands, in season.
- Solicit feedback about volunteer program and identify areas for improvement.
- Implement systems and practices to facilitate garden maintenance by volunteers.
- Complete garden tasks not accomplished during volunteer hours.

#### **PROGRAM SUPPORT (10%)**

- Communicate w/ garden teachers about garden jobs to be done during classes and after-school, and follow up as needed on student garden projects.
- Monitor kitchen and garden schedules and plan volunteer work accordingly.
- Work with Head Garden Manager and garden teachers to identify systems, practices and projects that will enhance teaching in the garden.
- Communicate regularly with kitchen teachers about current and upcoming harvests.
- Work with kitchen and garden teachers to keep shared spaces clean and tidy.
- Participate in Professional Development throughout the year, as requested by Education Director. Lead hands-on garden activities during Professional Development garden sessions.

#### **COMMUNICATIONS AND OUTREACH (5%)**

- Welcome visitors to the program.
- Participate in ESYNYC staff meetings, staff development days and program development meetings.
- Attend and/or help out with ESYNYC community events as agreed in advance.
- Attend relevant conferences and workshops throughout the year.

#### **CANDIDATE PROFILE**

The Garden Manager will be thoroughly committed to Edible Schoolyard NYC’s mission, passionate about growing food, and knowledgeable or willing to learn more about current issues around food, education and the environment in New York City. Candidate must be personable, organized, focused, and an excellent communicator.

#### **REQUIRED QUALIFICATIONS:**

- Bachelor’s degree.



- New York State driver's license in good standing.
- Two years solid agricultural experience (preferably at an urban and/or teaching farm).
- Capable of working with Gmail, Microsoft Word, and Excel on a Macintosh platform.

**PERSONAL CHARACTERISTICS:**

- Strong people skills and a positive attitude and outlook.
- Able to communicate ideas and information effectively both verbally and in writing.
- Strong belief in ESYNYC's mission and social impact.
- Ability to engage comfortably with a wide range of people.
- Confident training and supervising teams of volunteers.
- Energetic, hard worker, with excellent organizational and management skills.

**PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:**

- Ability to work with frequent interruptions and simultaneously supervise a variety of tasks.
- Ability to stand, stoop, reach and bend. Mobility of arms to reach, dexterity of hands to grasp and manipulate large and small objects.
- Ability to read small print.
- Ability to stand for long periods and walk for long distances.
- Ability to lift, push and/or pull objects, which may be approximately 50 pounds.
- Ability to work outdoors and tolerate varying weather conditions.

**COMPENSATION**

Competitive compensation commensurate with experience, benefits package, and generous vacation policy. Professional development opportunities are supported when feasible.

Because of the needs of the gardens during growing season, the bulk of vacations should be taken during winter.

**TO APPLY**

To apply, please email a cover letter and your resume as a PDF attachment to [info@esynyc.org](mailto:info@esynyc.org) with the subject line "Garden Manager."

Due to the high volume of applications only candidates that receive interviews will be contacted.

Edible Schoolyard NYC is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.