



Est. 1997

Charitable No. 805655768 RR0001

West Village Community Development Co-operative Ltd.
Box 216, 17A-218 Silvercreek Pkwy North
Guelph, Ontario N1H 8E8
Tel: 519.826.9930
@GuelphVillage
info@westwillowvillage.ca
www.westwillowvillage.ca

Community Garden Coordinator

Full time 5 month contract ending September 2021 with the possibility of extension dependent on funding

\$24.00 per hour, 35 hours per week

Who we are: The West Village Community Development Co-operative [West Village Co-op] has worked alongside marginalized families in west-Guelph for over 20 years providing accessible recreation and educational programs, community events, food and other supports.

The position: The West Village Co-op is seeking a **Community Garden Coordinator** to open a new garden site and strengthen an existing garden in the west-end of the city of Guelph. The Coordinator will be responsible for the development of the garden including yields, on-going maintenance, and will supervise seasonal staff and volunteers. The Coordinator will recruit and coordinate co-operative garden members from the local community, prepare garden information, forms, documentation and reports. In-person and virtual programming will be developed based on garden co-op member needs. This position reports to the Garden Steering Committee.

Key Duties and Responsibilities

- Plan and implement development of a new garden and the expansion of an existing community garden using sustainable and ecological gardening practices
- Schedule work phases, order materials such as wood, fencing, soil, wood chips, plants etc
- Undertake planning of the gardens including planting schedule, seed ordering, crop rotation, maintenance schedule etc
- Responsible for planting, watering, cut/maintaining plants, control pests and weeds, and harvest crops in common areas
- Recruit and organize garden work teams
- Ensure that growing spaces are well equipped and maintained
- Work with Steering Committee volunteers, cultivate and maintain strong relationships with program stakeholders and supporters including school boards, funders, community organizations, and others
- Lead outreach activities to engage garden co-op members, with a focus on Black, Indigenous, and people of colour, English Language Learners, people with accessibility needs, and more
- Orient, mentor and supervise seasonal staff as required
- Develop, coordinate and deliver gardening and food-related education workshops for both in-person and virtual settings, that meet the diverse needs of west-Guelph using an anti-racism and anti-oppressive lens
- Monitor crop outputs and provide total yield reports

- Maintain expense records and other administrative records
- Contribute to program evaluation
- Oversee the programming with attention to the COVID-19 context including the implementation of health and safety guidelines

Qualifications, skills and experiences

- Have a vision and passion for urban agriculture and sustainable development
- Hold a college or university degree/diploma in agriculture, horticulture, environmental science or related field
- Work or volunteer experience in the field of agriculture, horticulture, environmental science or related field
- Have practical knowledge and experience with organic gardening methods
- Demonstrated ability to work within a diverse community (people of different ages, abilities and cultural backgrounds) and demonstrated ability working with communities that experience poverty and discrimination
- Excellent organizational skills
- Possess a valid driving license
- Strong interpersonal skills, collaborative team player and ability to work independently
- Excellent communication skills, oral, written, and social media
- Have a creative approach to tasks and problem solving

Additional qualifications, skills and experience

- Prior work or volunteer experience with a co-operative organization, knowledge of co-op principles and governance
- Demonstrated commitment to social justice and anti-oppression lens
- Minimum one year experience coordinating community-based projects
- First Aid Certificate

A Vulnerable Sector Police Check will be required upon hiring.

How to apply

Application deadline: **Sunday, April 25, 2021, 4:00pm**

Your application must include:

- Cover Letter outlining what you can bring to the role, please address to Donna Bailey, President of the Board
- Resume

Completed applications should be emailed to info@westwillowvillage.ca

In keeping with the West Village Co-op's organizational value of inclusivity, it is our aim to have a staff team that reflects the diversity of the communities we serve. We provide equal opportunity in employment and encourage applications from all qualified candidates, including Black, Indigenous peoples, Persons of colour, persons with disabilities, LGBTQ2S persons and others.

We thank all applicants for their interest. Only those selected for an interview will be contacted. No phone calls please.