

Garden Coordinator Position

The Grow to Learn Coordinator is responsible for planning and overseeing the operations of the 7-schoolyard garden sites, providing support when necessary while ensuring that each location is equipped to succeed and enforcing garden policies. They will report directly to the president of PACT, and delegate tasks to garden managers when applicable. They will follow PACT GTL's goals, objectives, and measures of success to assist in decision-making.

Tasks & Responsibilities:

- Oversee garden operations and programming at all GTL gardens
- Drive and maintain company vehicle (Full size van)
- Order, purchase, and/or transport garden materials (compost, seeds, seedlings, tools & equipment) as needed
- Assist with pre-season planning for all gardens
- Manage and support garden managers as required for garden operations
- Assist with landscaping tasks and maintenance of garden sheds, fences, trellises etc.
- Assist in development and implementation of garden policies
- Organize and attend meetings with staff members
- Continue to build relationships between PACT, Toronto schools, food banks, and community programs
- Deliver harvested produce to food banks/community programs
- Oversee electronic information (production data, photos, promotional material)
- Coordinate and promote community events in PACT gardens
- Facilitate and attend annual PACT fundraiser
- Assist with writing grants and proposals for funding and collaboration purposes
- Communicate with other PACT project leads to create synergy wherever possible
- Prepare a preliminary report in July and a final report in October (report template provided)

Qualifications:

- Leadership skills, ability to manage multiple projects and people
- Excellent time management and scheduling ability
- Self-motivated with the ability to work independently or as a team
- Excellent interpersonal, facilitation/presentation and communication skills
- Experience with vegetable gardening and landscaping, organic experience an asset
- Knowledgeable about growing food
- Proficient using basic hand tools and gardening equipment
- Knowledgeable about food security/food justice issues in the City of Toronto
- Experience working with people experiencing poverty, poor health and discrimination
- Proficient using Microsoft Word and Excel
- Class G Drivers licence required
- Experience with grant writing is an asset
- Vulnerable Sector Police Reference Check is required

Salary: Will vary depending on skills & experience (\$1200 - \$1500/month)

Hours: Part time April - October, some work may be required during winter off season

Start date: As soon as possible