

## **Job Description**

### **Garden Coordinator Enfield Shaker Museum**

**Classification: Full-time (Non-Exempt)**

**Reports to: Executive Director**

**Evaluated by: Executive Director**

#### **Position Summary**

The Garden Coordinator is responsible for the maintenance and development of Enfield Shaker Museum's herb and production gardens. The Garden Coordinator provides leadership for the vision, education, design, planning, harvest, and product development relative to the Museum's gardens and landscape.

The Garden Coordinator works with the Community Garden Coordinator(s), staff members, volunteers, and other board-approved committees on an ongoing basis to meet the overall mission of the Garden and the Museum and to provide a high-quality experience for Museum visitors.

#### **Primary Duties and Responsibilities**

- **Plan garden**
  - Create and/or curate garden layout
  - Order seeds and/or seedlings and supplies (mulch, garden tools, and equipment, etc.)
  - Practice and teach organic gardening and integrated pest management
  - Plant seeds and/or seedlings
  - Transplant and label plants
  - Perform and supervise gardening tasks and seasonal scheduling
  - Coordinate regular weeding with volunteers, interns, and students
  - Produce culinary packages or coordinate with volunteers and/or Gift Shop staff

#### **Maintenance**

- Work with Museum's Community Garden Coordinator(s), volunteers, and other staff to maintain a high-quality experience for our visitors throughout our entire site including ongoing watering
  - Spring/Fall clean up
    - Place benches, signage, etc.
    - Maintain and organize the garden shed and tools
    - Turn compost piles
    - Cover, pick, and sell berries
    - Prune fruit trees and harvest fruit
    - Plant Great Stone Dwelling rear porch flower boxes and other plant receptacles as required

#### **Manage volunteer program**

- Work with Executive Director to market program to the public
- Build and maintain a welcome and safe environment that fosters relationships and connections with the plants and the people
- Recruit volunteers
- Establish and manage schedule
- Establish and manage work detail (how to plant, water and weed)

#### **Education**

- Establish regular garden tours
- Provide Shaker historical interpretation through garden programs
- Develop and coordinate garden workshops
- Participate in planning and implementing Harvest Festival

#### **Product Sales**

- Coordinate annual Pick-Your-Own Berry and Herb Sales
- Prepare and sell herbs wholesale to local markets
- Grow and propagate herbs for annual plant sale

#### **Other**

- Assist in fundraising to support Herb and Community Garden needs
- Lead special garden projects
- Coordinate garden-based events

### **Work Environment**

Outdoor environment with occasional office work on administrative duties, including working with other staff or volunteers on garden operations, educational garden programs, and the marketing of same.

### **Physical Demands**

Physically able and willing to move around the garden and assist and/or direct others in planting, moving plants, tools, and supplies, weeding, etc., and the ability to work in all weather conditions.

### **Work Experience Requirements and Skills**

- Horticulture knowledge particularly around perennials, herbs, berries, and fruit trees
- Previous hands-on gardening experience
- Excellent project management skills (highly organized with an attention to detail, a quality focus and ability to multi-task)
- High quality customer service skills in soliciting and maintaining volunteer relationships
- Good written and verbal communications skills
- Experience with MS Office Suite (Word, Excel, PowerPoint)
- Ability or willingness to learn social media protocols

**Educational Requirements**

One (1)-to-five (5) years' experience in the field of horticultural or gardening knowledge, including familiarity with botanical names. Historical horticulture experience a plus.

**Competency Requirements**

- Supportive and respectful of coworkers and communities the Museum serves
- Ability to work independently and collaboratively
- Detail-oriented and organized
- Interpersonal and communication skills
- Problem-solving skills
- Flexibility
- Reliability

**Hours**

Variable throughout the season (April through October), with no less than twenty (20) hours per week and no more than forty (40) hours per week. Occasional nights and weekends as required.

**New hires are subject to review within three months of hiring date.**

**Annual Review required.**