



Thorncliffe Park Women's Committee
Seasonal Summer Job Posting
May 2018

Job Title: Garden & Arts Coordinator
Reports to: Program Manager

About Thorncliffe Park Women's Committee:

The Thorncliffe Park Women's Committee is a grassroots organization dedicated to creating healthy and vibrant communities by providing opportunities of engagement and integration for newcomer women through capacity-building, education, entrepreneurship and civic participation in Thorncliffe Park neighbourhood

Primary Function

The Garden & Arts Coordinator will be responsible in facilitating all the activities of Thorncliffe Family Garden , Thorncliffe Container Garden and Arts in the Park in an inclusive and engaging space with the community members.

Responsibilities

The Garden & Arts Coordinator is responsible for the following:

- Manage Thorncliffe Park Community Garden and Thorncliffe Container Garden
- Provide on-site gardening support for community gardeners with gardening tasks such as planting, watering, weeding, composting, harvesting, mulching, turning over the soil etc.
- Assist Program Manager in fostering partnerships and training garden leaders through best practices workshops and connecting them with available resources
- Coordinate logistics and planning of volunteer work days, harvest parties, garden opening events, garden meetings, farm tours, workshops for gardeners and other related events
- Collaborate with garden leaders and organizers to create and build a network of community members to volunteer at and sustain community gardens
- Coordinate with local schools and teachers for garden visits
- Plan & develop our weekly drop-in children programs(Tuesdays) following the curriculum, establish and maintain participant tracking and other data collection systems
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- Encourage gardeners to collect, weigh and track garden food production
- Prepare tracking sheets of produce for the gardeners
- Provide organizational and leadership development support to gardens by developing garden committees and membership and other strategies to maintain ongoing community participation
- Maintain supplies ,equipment and general tidiness of the garden area and storage shed
- Keep track of petty cash expenditure and balance
- Coordinate logistics and planning of volunteer work days, harvest parties, garden opening events, garden meetings, farm tours, workshops for gardeners and other related events
- Establish and maintain participant tracking and other data collection systems
- Identify and apply for external funding to be used for community garden operations
- Be a resource for gardening information and techniques
- Participate in outreach efforts to increase participation
- Attend regular meetings with the TPWC's Program Manager and provide regular feed back including immediate reporting of arising issues or problems



- Perform evaluation of initiatives and of collaboration with community partners
- Fulfill related administrative duties as needed including reporting on activities
- Develop an evaluation report
- Create a garden newsletter, maintain, and keep record of current inventory of tools & equipment
- Plan & develop weekly drop-in children arts and crafts programs (Tuesdays) following the curriculum
- Maintain the attendance sheet of the participants
- Run weekly drop in 'Arts in the Park' every Tuesday & Friday
- Maintain accurate time sheets
- Adapt to a flexible working schedule that includes some late evenings and weekends

Qualifications

- Basic knowledge of agriculture and gardening required (advanced knowledge a plus)
- Must have interest and experience in gardening, community organizing and coordinating events
- Must have experience working in diverse, multicultural communities
- Excellent public speaking, organizational and communication skills
- Exceptional time management, organizational and planning skills
- Ability to work independently and as part of a small staff team
- Willingness to work outdoors and work flexible hours
- Ability to speak/understand a second language would be an asset
- Comfortable working outside in all weather and capable of lifting 40 pounds
- Comfortable with Microsoft Office Suite (Word, Excel, PowerPoint)
- College or university students preferred but not required.

This position is funded by Canada Summer Jobs, and the successful applicant must meet the following requirements:

- Is between 15 and 30 years of age at the start of employment
- Was registered as a full-time student during the preceding academic year and intends to return to school on a full-time basis during the next academic year
- Is a student in a secondary, post-secondary, vocational or technical program
- Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- Is legally entitled to work according to the relevant provincial legislation and regulations

Term: June to September 2018

Anticipated start date: ASAP

Salary: \$14/hour (30 hours/week)

Application process: We are considering applications on a rolling basis. If we find the right candidate early on, we will hire them! Only candidates chosen for an interview will be contacted

Applications should be sent as a single attachment (combining resume and cover letter) to info@tpwomenscomm.org. If you have any questions about the application process, please direct them to the same address

For more information about Thorncliffe Park Women's Committee, visit www.tpwomenscomm.org