

## Tolowa Dee-ni' Nation

### Position Description

**Title:** Food & Garden Coordinator  
**Class:** Management  
**Status:** Full-time  
**Supervisor:** CFS Director  
**Effective Date:** 11/2015

**Department:** (30) CFS  
**FLSA:** Exempt  
**Pay Grade:** VI - VII (\$15.58 - \$24.61)  
**Subordinates:** Volunteers & Temp Workers  
**Grant Funded:** Yes (10/2015 to 9/2019)

#### **Position Summary:**

The Food & Garden Coordinator is a year-round, full-time position supporting community gardens, food forests, and local food production. Half of the Coordinator's time is spent recruiting and overseeing volunteers for gardens and food forests as part of the USDA grant. The other half of the Coordinator's time is dedicated to UIHS-funded Health of the People grant, establishing and improving community gardens, food forests, and local & traditional food production at the Tolowa Dee-ni' Nation.

All Smith River Rancheria employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Smith River Rancheria drug free workplace policy and will be subject to pre-employment, random, for-cause, and post-accident drug and alcohol testing.

**Essential Duties and Responsibilities:** include the following.

- Planning and design of garden:
  - Research organic growing techniques, tools and practices.
  - Keep a planting log and crop rotation plan.
  - Create seeding schedule and production plan for garden and nursery based on tried and tested varieties.
  - Create and maintain up to date map of garden.
  - Provide information on the project for budget preparation.
- Planting, maintaining and harvesting from the garden:
  - Routine gardening activities including but not limited to; sowing, transplanting, weeding, watering, fertilizing, harvesting, composting and pest control.
  - Purchase seeds, supplies, tools and equipment with budget.
  - Plan and coordinate harvests for Elder Nutrition, Farmers Market, CSA's and commercial accounts.
- Teaching, training and supervising garden activities:
  - Cultivate a friendly, inviting and engaging learning environment.
  - Recruit volunteers for community and school garden work and the food forest project.
  - Track volunteer hours for in-kind match requirements.
  - Provide training in gardening activities for volunteers, youth interns, students and at workshops.
  - Maintain an ongoing list of garden activities for staff, students and volunteers.
  - Record and post upcoming trainings and news of activities on social media and newsletters.
- Maintaining learning garden facilities:
  - Coordinate maintenance, repairs and improvements of infrastructure.
  - Maintain a safe work environment and first-aid supplies.
  - Perform custodial duties as needed.

- Work with Food Council staff to schedule and promote training opportunities for volunteers and community members.
- Work with gardeners and volunteers to coordinate planting calendars, bulk seed, plant and tree purchases as well as work days.
- Work with food forest sites, volunteers and Food Council staff to design food forest layout.
- Coordinate with Food Council staff, oversee work day projects and major built/plant events.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

**Supervisory Responsibilities:**

Position may supervise volunteers, temporary workers and other community members assist in food and garden projects.

**Minimum Qualifications:**

- A strong background in horticulture, agriculture, landscape design or related field is required; a two-year degree in a related field is preferred.
- Supervisory experience is helpful.
- Basic carpentry and plumbing experience is preferred.
- Candidate should have a track record of volunteer recruitment or community development and/or community organizing.
- Use web-based reporting tools as well as Word, Excel documents for record keeping and reporting. Knowledge of digital photo and video techniques (both taking and editing photos/video).
- Familiarity and capability using email, social media and other electronic communication.
- Ability to lead group trainings and speak in front of groups of people.
- Ability to perform all the essential duties.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Qualified American Indian Preference applies.

**Language Skills:**

Ability to communicate verbally one on one and in groups. Ability to lead group trainings. Able to communicate clearly in writing, drafting documents and reports. Ability to read and understand reports and guidelines. Additional language skills (Tolowa, Yurok, Spanish, Hmong) helpful.

**Mathematical Skills:**

Ability to work with mathematical concepts such as probability and statistical inference ability to apply concepts such as fractions, percentages, ratios, and proportions.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Certificates, Licenses, Registrations:**

Does this position require certificates, licenses or registrations? Must possess and maintain a valid, state-issued driver's license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance.

**Physical Demands:**

While performing the duties of this job the employee is regularly required to sit, use hands and fingers, handle and feel. The employee is frequently required to stand, walk, and ascend and

descend steps. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/move 50 pounds.

**Vision Requirements:**

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).

**Work Environment:**

Work environment is frequently outdoors during all months of the year. Outdoor weather is frequently rainy windy and cold in winter; summer weather at inland work areas may be hot. May operate loud machinery (such as roto-tillers) for extended periods of time. Requires frequent vehicle trips to outlying communities requiring one to two hours (one way) in a vehicle.

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_