Skidmore Student Garden Manager
Sustainable Skidmore

Location: Skidmore College
Dates: Summer 2014 (1st & 2nd Summer Session), approximately 30 hours/week
Academic Year 2014-15
Compensation: Summer- $10/hour and room and board provided at Skidmore College,
Academic year- $8.50/hour

Description:

The primary responsibilities of the Student Garden Manger will be to work with Sustainable Skidmore and garden volunteers to maintain the Skidmore Student Garden. The manager is responsible for managing planting, maintenance, and harvest of vegetables; finding and retaining volunteers; recording harvest yields; creating invoices and recording financial transactions; communicating with Skidmore Dining Services, maintaining the garden blog and Facebook page; as well as reaching out to the Saratoga community.

The position runs from May 27th through August 1st, 2014 and Fall semester 2014 . The Garden Manager will report to Levi Rogers, Sustainability Coordinator. The Manager will work the 10-week period stated above, for regularly scheduled hours, as well during the fall semester with a reduced workload.

Duties:

Oversee Planting, Ongoing Maintenance, and Harvesting of Vegetables in the Garden

- Design a plan for plantings in the Skidmore Student Garden & the Herb Garden based on the needs of the students involved, and the Dining Services Management
- Carry out the purchasing of seeds and transplants, and then planting with the North Woods Stewards
- Manage the ongoing weeding, watering, and maintenance of the Garden & the Herb Garden throughout the summer
- Harvest vegetables and herbs, carefully document the produce weights by vegetable/herb, and deliver them to Dining Services

General Administrative Tasks

- Keep track of how many visitors/volunteers you have in the garden
- Regularly update the Google Doc produce spreadsheet that shows the weights and types of produce harvested and share with North Woods Stewards & Sustainable Skidmore
- Create an invoice process with Sustainable Skidmore and Dining Services to keep track of the financial transactions with the Dining Hall
- Log your hours and tasks in the Garden for Sustainable Skidmore
- Attend regular meetings with Sustainability Coordinators and North Woods Stewards

Information & Documentation

- Write blog posts about what is happening with the Garden for Sustainable Skidmore
- Update the Skidmore Student Garden Facebook Page with information over the summer
- Help to think about updates and new ideas for the Sustainable Skidmore Garden website
- Continue to update the garden brochure in conjunction with Sustainable Skidmore & EAC for use in the Dining Hall, Admissions, to provide to alumni, and to generally help in spreading the word about the garden
- Create videos and other educational materials for use in social media to promote the garden
- Document your work (success & challenges) over the course of the summer and then organize it into a summary report during your final week so that it can be used to create a Garden Annual Report after the Fall events

Reach Out to the Saratoga & Skidmore Community

- Reach out to local organizations for potential collaborations (Community Gardens of Saratoga, Sustainable Saratoga, the Farmers Market)
- Plan children's activities with Camp North Woods counselors and North Woods Stewards 1-3 times over the course of the summer
- Think about other possible ways to engage students who are interested in the garden in other educational or interesting opportunities in the community related to local foods and sustainable agriculture

Requirements:

- Previous experience in gardening
- Previous experience working with volunteers and community outreach
- Self-starter
- Submission of interest letter, resume, and two references (at least one Skidmore faculty/staff)

Please Submit Materials by 3/02/2014
with Student Garden Manager Application as the Subject Line to:
Sustainable Skidmore @ sustainability@skidmore.edu

Candidates will be notified by March 24, 2014 in regards to their application and top candidates may be asked for interviews prior to their hire.