



Skidmore Community Garden Manager Skidmore Sustainability Office

Location: Skidmore College

Dates: Spring 2020 Semester, 5 hours/week

Summer 2020 (1st & 2nd Summer Session), 30 hours/week;

Fall 2020 Semester, 5 hours/week

Compensation: Academic year- \$9.75/hour

Summer- \$10/hour and room and board provided at Skidmore College

Description:

The primary responsibilities of the Skidmore Community Garden Manager will be to work with the Skidmore Sustainability Office, Skidmore community members, and garden volunteers to plan and maintain the Skidmore Community Garden. The manager is responsible for the planting, maintenance, and harvesting of vegetables; recruiting and retaining volunteers; recording harvest yields; creating invoices and recording financial transactions; communicating with Skidmore Dining Services; maintaining the Facebook page; as well as reaching out to the Skidmore and Saratoga communities to advertise events and educational opportunities. The North Woods Stewards will assist the Garden Manager for 5 hours each week during the summer.

The position begins during the Spring 2020 semester and continues into the summer and through the end of the Fall 2020 Semester. The Garden Manager will report to the Sustainability Coordinator for Student Programs.

Note: The Skidmore Community Garden Manager position is listed as a full 2020 calendar year commitment. While preference may be given to applicants who can commit to the full year long term, all interested applicants are encouraged to apply. Please indicate expected availability in application materials.

Duties:

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

- Design a plan for the vegetables, herbs, and fruits in the Skidmore Community Garden & the Herb Garden based on interests of the community involved, suggestions from Dining Services, and insight garnered by reading previous years' annual reports;
- Carry out the purchasing and planting of seeds and transplants;
- Manage the ongoing weeding, watering, and maintenance of the Garden & the Herb Garden throughout the summer;
- Harvest vegetables and herbs taking careful documentation of weight and variety, and deliver them to Dining Services along with a structured invoice of delivered produce.

Administrative Tasks

- Keep track of the visitors/volunteers in the garden;
- Create weekly invoices for Dining Services to keep track of financial transactions;
- Log hours for Sustainable Skidmore;
- Attend regular meetings with Sustainability Coordinator for Student Programs;
- Create an Annual Report. This document will contain successes, challenges, and tips for future managers to learn from and will serve as a journal to be edited throughout the growing season and submitted at the end of the year;
- Coordinate weekly work parties while school is in session;
- Coordinate the Skidmore Community Garden's annual Harvest Dinner in the fall semester.

Outreach to the Saratoga & Skidmore College Community

- Write frequent blog posts on the Skidmore Community Garden Facebook page to update the Skidmore and Saratoga communities on events and progress of the Garden;
- Design innovative ways of spreading the word about the garden;
- Create educational materials to promote the garden (i.e. videos, posters, and brochures);
- 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 1-3 times over the summer and with groups such as the Early Childhood Center and the Greenberg Child Care Center on campus during the school year;
- Collaborate with Skidmore faculty during the school year to host field trips and educational sessions at the garden;
- Be a source for students and other Skidmore and Saratoga community members interested in the garden to connect with other educational opportunities relating to food and sustainable agriculture.

Requirements:

- Previous experience in gardening and leadership roles
- Must be comfortable with moderate manual labor (i.e. shoveling, hoeing, etc)
- Previous experience working with volunteers and in community outreach
- Self-starter
- Submission of interest letter, resume, and two references (at least one Skidmore faculty/staff)

Applications will be reviewed on a rolling basis. Please submit application materials with Community Garden Manager Application as the subject line to:

sustainability@skidmore.edu