



Skidmore Community Garden Manager Skidmore Sustainability Office

Location: Skidmore College

Dates: Spring 2022 Semester, 5 hours/week

Summer 2022 (1st & 2nd Summer Session), 30 hours/week

Fall 2022 Semester, 5 hours/week

Compensation: Academic year- \$12.50/hour

Summer- \$12.50/hour, 14 meals per week at Murray-Aikins Dining Hall, and 70% room fee coverage for on-campus Skidmore College apartment housing (the manager is responsible for paying for 30% of room fees)

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 runs through calendar year 2022, beginning in late February and continuing into the summer for 1st and 2nd sessions from Tuesday, May 30 to Friday, August 5th. The position concludes at the end of the Fall 2022 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 2022 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

- Develop and follow an annual plan for the vegetables, herbs, and fruits in the Skidmore Community 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 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

- Craft content for the Sustainable Skidmore Instagram 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 (Wesley Community Center, Sustainable Saratoga, the Farmers Market);
- Plan children's activities with Camp North Woods 1-3 times over the summer and tours and activities relevant for on-campus groups;
- Be a resource 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.

Preferred qualification:

- Previous experience in gardening and leadership roles
- Previous experience working with volunteers and in community outreach

Requirements:

- Must be comfortable with moderate manual labor (i.e. shoveling, hoeing, etc)
- Self-starter
- **Submission of interest letter, resume, and contact information for two references (No written recommendation required, at least one reference should be 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