



## **Skidmore Community Garden Manager Skidmore Sustainability Office**

**Location:** Skidmore College

**Dates:** Spring 2024 Semester, 5 hours/week

12 weeks in Summer 2024 (May - August), 25 hours/week

Fall 2024 Semester, 5 hours/week

**Compensation:** Academic year- \$12.75/hour

Summer- \$14.20/hour, 14 meal swipes 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 Instagram; as well as organizing and leading events and educational opportunities. The Garden Manager will be assisted through the summer by two North Woods Stewards and an Intern.

The position runs through calendar year 2024, beginning in late February and continuing into the summer, for 12 weeks including 1<sup>st</sup> and 2<sup>nd</sup> Summer Session. The position concludes at the end of the Fall 2024 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 2024 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**

- Create weekly invoices for Dining Services to keep track of financial transactions;
- Attend regular meetings with Sustainability Office staff;
- 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;
- Lead and collaborate for spring Beats for Beets and fall Chords for Gourds with Sustainability Office student teams, Lively Lucy's, and/or student bands;
- Coordinate the Skidmore Community Garden's annual Harvest Dinner in the fall semester.

#### **Outreach to the Community**

- Maintain the 2023 Free Fridge;
- Continue and grow fauna among flora projects, such as installing the 2023 bat house, placing plant IDs, post bird houses/baths, post bee cups, etc.;
- Craft weekly content for the Sustainable Skidmore Instagram;
- Design innovative ways of spreading the word about the garden;
- Table at on campus events to promote the garden;
- Reach out to local organizations for potential collaborations (Wesley Community Center, Sustainable Saratoga, the Farmers Market);
- Host tours and activities for Skidmore classes, groups, and children with Camp North Woods and the Early Childhood Center.

### **Preferred qualification:**

- Previous experience in gardening
- Previous experience leading volunteers and community outreach

### **Requirements:**

- Must be comfortable with moderate manual labor (i.e. shoveling, hoeing, weeding, 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)**

**Interviews begin on a rolling basis on January 23, 2024, and applications are due at latest by February 2<sup>nd</sup>, 2024. The manager will start working mid-February. Please submit application materials with Community Garden Manager Application as the subject line to: [sustainability@skidmore.edu](mailto:sustainability@skidmore.edu)**