



Garden Manager

Reports to: Executive Director

Supervises: Garden volunteers and work study students

Status: Non-Exempt - 20 hours per week

About Us:

MEarth is a multi-faceted environmental sustainability education program that inspires youth and adults alike to be better stewards of our selves, our communities, and our environment. Annually, more than 5,500 people participate in one or more of our four programs: ClassroomConnect, NatureConnect, FoodConnect and CommunityConnect.

At the ten-acre Hilton Bialek Habitat (Habitat), located adjacent to Carmel Middle School (at the mouth of Carmel Valley), we provide hands-on, experiential learning opportunities to schools, county agencies, partner nonprofits, local businesses, and interested citizens from throughout Monterey County.

Our nationally recognized outdoor learning center includes a large meadow, bird habitat, monarch butterfly habitat, a pond, an outdoor amphitheater, a LEED-certified culinary classroom, outdoor kitchen with wood-fired oven, organic vegetable and herb gardens, heirloom fruit orchard, off-grid solar greenhouse, and native plant nursery.

For more information about MEarth, please visit:

www.MEarthCarmel.org | [www.Facebook.com/MEarthCarmel](https://www.facebook.com/MEarthCarmel)

Position Overview:

The MEarth Garden Manager oversees all aspects of planning, developing and maintaining the one-acre organic garden, fruit orchard and herb garden at the Habitat, and works with MEarth's educators and Program Director to ensure appropriate and timely garden planning and planting in the development and maintenance of a productive, educational garden.

Responsibilities include but are not limited to:

- Lead and manage organic garden planning, propagation efforts and greenhouse work, crop planting and rotation, soil fertility, composting, pruning, irrigation, and pest and disease management.
- Collaborate closely with MEarth educators, other staff and purchasing partners to ensure a level of production that provides ample produce for student programming (curriculum needs and lesson plans), specialized growing contracts and special events.
- Deliver produce to restaurant and other clients as contracts or other needs dictate.
- Ensure that garden facilities and equipment are in safe and reliable working order (i.e. tool shed, greenhouse, irrigation system, hand tools, etc.).
- Train and manage all volunteers, interns and contractors working in the garden; ensure an engaging and rewarding experience for volunteers.
- Maintain a regular record of garden work, harvest yields and planting rotations.
- Develop and manage the garden/property budget; determine budgetary needs, prepare applicable documentation for approval.
- Work with the keen aesthetic of the program in mind, keeping the garden in a presentable state for our numerous tours and community visitors (including updating of appropriate signage).
- Represent MEarth to the wider community, including public speaking, attendance and/or participation in meetings and conferences.
- Participate fully in MEarth events and community outreach.

Required Education and Experience:

- Educational Requirement: B.A. or B.S in related field or commensurate work experience.
- Experience Required: Minimum two years of work experience managing a production garden, farm or educational garden.
- Significant experience and success with managing and training volunteers and interns.
- Strong interpersonal skills, ability to work well with youth, peers, volunteers, interns, etc. in a wide range of situations.

Required Knowledge, Skills, and Abilities:

- Demonstrated skill and expertise in accomplishing work-related tasks – with accuracy, precision, completeness, neatness, and quantity.
- Demonstrated knowledge in accomplishing work-related responsibilities, including methods, materials, tools, equipment, and fundamental subject matter.
- Effective and efficient work habits including organization of work, punctuality and dependability, industry, and good practices of both vehicle and personal safety.
- Has worked collaboratively in a team setting, as well as worked independently.
- Established and maintained friendly, cooperative, and effective working relationships with all persons contacted in the course of work.
- Demonstrated a positive attitude and enthusiasm for work, willingness to conform to job requirements, and ability to adapt to change.
- Strong communication skills, both verbal and written.
- Demonstrated good judgment, promptness of action, and sound decision making.
- Computer skills using both Windows and Mac preferred.
- High proficiency in Microsoft Word, Excel, PowerPoint and other software.

Required Physical Capabilities:

Incorporated into one or more of the essential functions of this position are the following essential physical requirements:

- Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment.
- Ability to hear and understand speech at normal levels in person and/or on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation in person and/or on the telephone.
- Ability to operate a computer, typewriter, calculator, copy machine, telephone and other office equipment with dexterity and in a safe and efficient manner.
- Ability to routinely lift and carry supplies and materials weighing up to 25 pounds.

Working Conditions:

The working environment is subject to bending, crouching, or kneeling to access information and/or to assist students from ground level to 4.5 feet above the ground, pushing, pulling and lifting of instructional equipment and supplies, sitting on chairs or floor, leaning over for prolonged periods of time, reaching in all directions, and working outdoors for prolonged periods of time.

Hours and Compensation

This is a part time, 20 hour/week, non-exempt position. Hourly wage and paid vacation package is competitive. Presently, no insurance is offered. However, the Board of Directors and new Executive Director have made securing increased funding to provide insurance for all staff a high priority objective for the organization.

To Apply: Please follow the link below to apply. No phone calls please.

<https://goo.gl/forms/zaDYnoR9Oa7saUx72>

Application deadline: October 19, 2018

Successful completion of the hiring process is contingent on applicant passing a multi-agency live-scan fingerprint/background check. (paid for by MEarth) Women, people of color and LGBT candidates are strongly encouraged to apply. MEarth is an Equal Opportunity Employer.