

## Appendix D: Job Description Greenhouse Coordinator

<b>Position Title:</b> Greenhouse Coordinator	<b>Position Type:</b> Full-time, Term (6 months; approx. April 15-Sept 30)
<b>Title of Supervisor:</b> Community Garden Society of Inuvik Executive Director	<b>Location:</b> Inuvik, NT
<b>SUMMARY DESCRIPTION:</b>	
<p>The Greenhouse Coordinator is responsible for the day-to-day organization and management of the greenhouse and commercial garden, as well as its associated programming, including the annual plant sale, weekly markets, community gardening education, workshops and tours.</p>	
<b>REPORTING</b>	
<p>The Greenhouse Coordinator reports directly to the Community Garden Society of Inuvik (CGSI) Executive Director. In the absence of an Executive Director, the Greenhouse Coordinator reports to the CGSI Board of Directors.</p> <p>The Coordinator meets with the Board of Directors monthly or as required, and corresponds with the Board Staff Liaison (in most cases the Board Chair) regarding issues or concerns that arise through daily operations.</p>	
<b>DUTIES &amp; RESPONSIBILITIES</b>	
<ol style="list-style-type: none"> <li>7. Management of the commercial greenhouse operations             <ul style="list-style-type: none"> <li>• Create production plans and targets for annual plant sale and weekly markets;</li> <li>• Negotiate purchasing contracts with seedlings/plugs providers;</li> <li>• Order seedlings/plugs for the season;</li> <li>• Planting and maintenance associated with all growing for the season;</li> <li>• Supervise and track finances for annual plant sale and weekly market sales;</li> <li>• Monitor progress towards production plans.</li> </ul> </li>   <li>8. Coordinate and supervise greenhouse volunteers and staff             <ul style="list-style-type: none"> <li>• Create work plans for group tasks and projects;</li> <li>• Communicate, organize, and monitor volunteer activity and progress towards work plans;</li> <li>• Maintain and monitor volunteer hour log book.</li> <li>• In implementation of Greenhouse fundraisers, in collaboration with the Executive Director</li> </ul> </li>   <li>9. Community Gardening Education             <ul style="list-style-type: none"> <li>• Research and analyze community needs and interests;</li> <li>• Organize, promote, and lead gardening-themed educational workshops.</li> </ul> </li> </ol>	

#### 10. Facility & Equipment Maintenance

- Coordinate preventative and on-going maintenance for the greenhouse facility and equipment with input from the Executive Director/Board of Directors as required;
- Start up greenhouse facility at the beginning of the season according to operations manual.
- Winterize the greenhouse at the end of the season according to operations manual.

#### 11. Client Service & Administration

- In collaboration with the Executive Director, responds to greenhouse phone calls, e-mails and social media messages and when required, manage memberships, rentals and garden plot map.

#### 12. Greenhouse Marketing & Promotion

- Encourage participation in the greenhouse through promotion of its services and mandate through various channels, including but not limited to the Greenhouse website and social media pages;
- Promote and organize greenhouse tours for community or visiting groups/agencies.

#### 13. Reporting on Operations

- Attend monthly Board of Director meetings when requested;
- In collaboration with the Executive Director prepare monthly written status reports for the Board of Directors;
- Prepare a “season end report” containing information such as feedback on the season, opportunities for improvement, project recommendations and production plans for the upcoming season, volunteer hour balance sheets, plot maps and any other information deemed pertinent for the continued success of the greenhouse or requested by the Board of Directors.

The incumbent may be required to perform other duties as required.

### QUALIFICATION REQUIREMENTS

#### Education:

1. Post-secondary education, preferably in the field of horticulture, botany, environmental science, agriculture, or another related field. Equivalent experience considered.

#### Experience:

2. A minimum of 2 years experience in greenhouse operations;
3. Previous experience working in community-based settings with volunteers and with commercial greenhouses would be considered assets.

#### Skills & Abilities:

1. Communications Skills
  - a. Excellent communication skills, including the ability to listen actively, respond

- verbally in a manner that is clear and respectful, seek clarity in ambiguous situations, and prepare written communications that are clear and concise;
- b. Client service orientation, including the ability to consistently approach situations in a professional manner and respond appropriately to inquiries, requests and concerns;
  - c. Ability to develop, maintain and utilize a network of internal and external contacts for the effective implementation of special events in support of the Greenhouse.

#### 7. Interpersonal & Leadership Abilities

- a. Ability to motivate, coach and manage performance to achieve results within a complex environment of opportunities, challenges, and constraints;
- b. Teamwork and relationship-building skills including the ability to establish and maintain effective working relationships with peers, Board members, internal and external clients, community residents, and other stakeholders;
- c. Ability to negotiate, persuade and deal with diverse groups of people.

#### 8. Research, Analytical and Administrative Skills

- a. Analytical and problem solving skills;
- b. Strategic thinking skills, including the ability to identify risks and opportunities, and provide sound advice that contributes to well-informed decision-making;
- c. Knowledge of fundamentals of business plan development, cash flow planning, analysis and record keeping;
- d. Ability to accurately define and effectively address problems as they arise;
- e. Ability to implement continuous improvement initiatives.

#### 9. Organizational Skills

- a. Ability to work on a number of projects and tasks simultaneously and prioritize accordingly;
- b. Flexibility, including the ability to adapt to work effectively within a variety of situations and with various individuals or groups;
- c. Ability to create and follow through with plans as outlined.

#### 10. Other Skills

- a. Organizational commitment, including the ability to promote organizational goals, set priorities to meet organizational needs, make choices and stand by decisions that benefit the long-term good of the organization, and drive to achieve the overall vision and mission that the Greenhouse establishes;
- b. Good understanding of communication tools and target audiences;
- c. High degree of discretion and an ability to maintain confidentiality.
- d. An understanding of local cultures and gardening in northern climates would be considered assets.
- e. Food Safe training would be considered an asset.

#### 11. Plant Care and Greenhouse Management

- a. Extensive knowledge of plant health including the ability to diagnose and treat plant diseases;
- b. Manual dexterity required to deal with plants and related equipment;