

GREENUP WATER DEPARTMENT

COORDINATOR, WATER LANDSCAPING PROJECTS

Term: 6 month contract (March-October, 2018); 37.5 hours per week, evenings and weekends may be required occasionally

Compensation: \$18.00/hr

Desired Start Date: March 20th, 2018

Reporting To: The Water Landscape Projects Coordinator is an employee of GreenUP, reporting to the Water Programs Manager

Project Background:

This position includes the coordination the Harper Park Shoreline Restoration Project, coordination support for the Sustainable Urban Neighbourhood (SUN) Program, and coordination support for the Ready for Rain Peterborough program.

Harper Park Shoreline Restoration Project

The Harper Park Shoreline Restoration Project aims at reducing the amount of thermal, nutrient, and sediment runoff into Harper Creek. The project includes planting a riparian buffer and taking other nearby actions to reduce shoreline erosion.

Sustainable Urban Neighbourhood (SUN)

In association with TRCA's SNAP Program, SUN is a collaborative, neighbourhood-based solution for urban renewal and climate action. It prioritizes community-led interests and aligns them with local plans to achieve multiple outcomes. SUN is connecting and working with residents, neighbourhood groups, and community partners in two neighbourhoods to create, offer, and implement a menu of sustainable action options that meet the unique priorities of each neighbourhood, in the public and private realms.

Ready for Rain Peterborough

Ready for Rain Peterborough (R4R) is a neighbourhood-based program dedicated to empowering residents to manage rain where it falls, helping reduce the risk of flooding in the community, and developing a more positive relationship with rain.

Key Responsibilities:

- **Project Coordination:** Lead the coordination of the Harper Park Shoreline Restoration Project. Offer dedicated landscape coordination support toward SUN and Ready for Rain Peterborough, in conjunction with the Water Programs Manager, and other key staff.
- **Planning and Development:** Develop a detailed work program that is consistent with our funding commitments, and supports the needs of projects.
- **Landscape Project Planning and Implementation:** Support the development of project designs; lead logistical planning, coordination, and ordering of planting materials, tools, and equipment for projects. In collaboration with key staff, landowners, and partners support the planting of landscape designs, such as shoreline planting,

rain gardens, and trees.

- **Volunteer Coordination:** Lead coordination and supervision of volunteer recruitment, scheduling, communications, and training.
- **Project Budgeting, Evaluation and Reporting:** Maintain balanced project budgets. Lead development of project reporting and evaluation.
- **Partner Relations:** Support strong and effective relations with project partners, landowners, and funders.
- **Material & Resource Development:** In collaboration with GreenUP's Marketing and Communications Specialist, identify and support the development of presentation, display, marketing, and resource materials needed for programming and promotion.

Qualifications:

- Post-secondary degree or diploma in related field and/or minimum 2-years experience in related field
- Experience working with volunteers and community-led projects
- Familiarity and knowledge of local species, landscaping and gardening best-practice, garden maintenance, xeriscaping, and landscape design
- Strong organizational, scheduling, and event planning skills
- Excellent communications skills (both verbal and written)
- Be reliable, organized, and punctual
- Current police reference check
- Valid driver's license an asset

How to Apply:

Please submit a cover letter and resume, as a single PDF, to heather.ray@greenup.on.ca with the following subject line: "Water Landscape Projects Coordinator Application".

Submission Deadline: Wednesday March 13th, 2018 by 7:00 p.m.

We thank all candidates for applying; only candidates selected for an interview will be contacted.

To perform the essential functions of this role, the Coordinator will be required to complete physically demanding tasks, including: lifting, shoveling, bending, kneeling, pulling, and carrying. The Coordinator should be able to lift a minimum of 40lbs. GreenUP invites applications from anyone who feels they meet the qualifications of this posting. GreenUP is committed to employment equity and diversity in the workplace and welcomes applications from People of Colour, Indigenous People, and other visible minorities; persons with disabilities and who are differently abled; and, persons of any sexual orientation or gender identity.