

# GREENUP ECOLOGY PARK

## GARDEN MARKET & NURSERY COORDINATOR

**Term:** 6 month contract (May - October 2018); 30 hours per week, weekend work required.

**Compensation:** \$18.00/hr

**Desired Start Date:** April 25th, 2019

**Reporting To:** the GreenUP Ecology Park Manager

### Project Background:

GreenUP Ecology Park is a five acre showcase of sustainable landscape ideas and resources. With a host of display gardens and naturalized areas, a native plant nursery, children's programs, garden market, skill-building workshops and hands-on displays, this award winning park is a vibrant sanctuary in the middle of our city.

The Coordinator will oversee the successful operation of the Garden Market and Native Plant & Tree Nursery. This growing social enterprise provides resilient, local species for area residents to use in their gardens or as part of restoration projects.

As Garden Market Coordinator, you will provide professional and friendly assistance in the selection of products, including trees, shrubs, wild flowers, vegetables, compost and mulch. You will also promote and encourage sustainable gardening practices, and will offer advice and information about local plant ecology, care, and stewardship.

As Nursery Coordinator, you will support the care and management of native species growing in the nursery. This will include propagation, potting, watering, splitting, and other seasonal activities, as required.

### Key Responsibilities:

- **Plant and Tree Care:** Manage the ongoing care of the native plant and tree stock in the nursery. Knowledge of native species management, planting best practices, and ongoing maintenance is essential. The Coordinator will need to work independently to implement a Nursery Management Plan over the course of the growing season.
- **Customer Service:** Provide knowledgeable and courteous customer support, offering resources and relevant advice where possible.
- **Retail Management:** Lead the merchandising of the Garden Market to create a positive customer experience, and to ensure the viability of the social enterprise. Knowledge of retail best-practices in a horticultural or garden centre setting is an asset.
- **Cash Handling:** Ensure responsible management of daily cash flows, including intakes and record keeping.
- **Volunteer Coordination:** Support the coordination and supervision of volunteers at GreenUP Ecology Park.
- **Park Maintenance:** Support the Ecology Park staff team in the ongoing maintenance of the site. This includes: grass cutting, garden and forest maintenance, invasive species removal, garbage and recycling collection, mulching, and other seasonal activities, as required.
- **Partner & Visitor Relations:** Support strong and effective relations with project partners, visitors, and funders.

## Qualifications:

- Post-secondary degree or diploma in related field and/or minimum 2-years experience in related field
- Excellent understanding of local ecology and horticulture
- Basic accounting skills and/or cash-handling experience
- Experience working with volunteers and in a team environment
- Familiarity and knowledge of local species, landscaping and gardening best-practice, garden maintenance, xeriscaping, and landscape design
- Ability to work well under pressure
- Ability to work in a variety of seasonal weather conditions for an extended period of time
- Good range of physical motion, including rigorous physical work and heavy lifting
- Strong organizational, scheduling, and planning skills
- Excellent communications skills (both verbal and written)
- Be reliable, organized, and punctual
- Current police reference check

## How to Apply:

Please submit a cover letter and resume, as a single PDF, to [vern.bastable@greenup.on.ca](mailto:vern.bastable@greenup.on.ca) with the following subject line: "Garden Market Coordinator Application".

### **Submission Deadline: Monday March 18th, 2019 by 5:00 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 50lbs. 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.*

***Successful candidates may be required to provide some of their own safety equipment, including CSA steel-toed boots.***