



## Sustainable Woodstock 2022 Community Garden Coordinator

Sustainable Woodstock (SW) is a not-for-profit organization founded in 2009 on the vision of vibrant, inclusive, thriving communities where we live sustainably, now and in the future. Our mission is to inspire, educate and empower citizens to live environmentally, economically and socially responsible lives. We serve Woodstock, Vermont, the surrounding communities and the Upper Valley region. Our action groups focus on renewable energy, transportation, climate change mitigation, recycling and composting, community gardens, education and forest carbon management.

SW has community gardens in two locations in Woodstock: at the Billings Farm and at the King Farm (Vermont Land Trust). Individual allotment plots are available to any community member for a modest fee (sliding scale available), and gardeners sign an agreement committing to garden policies. About 30 families and organizations participate in the gardens each year.

### **Responsibilities:**

Sustainable Woodstock seeks a motivated and creative individual to act as liaison between community gardeners and Sustainable Woodstock, working directly with SW's Executive Director and Program Director. The Community Garden Coordinator (CGC) plays a critical role in fostering a sense of community in the gardens and helping new gardeners integrate into the garden community. The CGC registers gardeners, assigns garden plots, communicates garden policies to gardeners, encourages gardener involvement and supports the gardens as attractive, productive community assets. The CGC also oversees planting, tending and harvesting of garden plots dedicated to growing food for the Woodstock Community Food Shelf and Upper Valley Haven.

The CGC will be responsible for:

- Managing annual registrations, payments and mapping for community garden plot assignments;
- Providing regular communications to the gardeners about garden policies via email, phone and in person;
- Ensuring that new gardeners receive appropriate orientation and a list of garden policies;
- Acting as a resource for gardener questions and concerns, including information about plants, pests and gardening techniques;
- Working with a variety of personalities while encouraging a sense of community, diplomacy and fairness;
- Developing and promoting garden events such as workdays and potlucks;
- Planting, tending and harvesting garden plots dedicated to growing food the Woodstock Community Food Shelf and Upper Valley Haven. (With assistance from Community Garden Assistant and volunteers.)
- Coordinating the care and maintenance of common areas including permaculture beds, compost piles and paths;
- Coordinating garden plots worked by local community groups;
- Assessing overall garden health and providing individual guidance when necessary;
- Providing the ED with a regular update regarding overall status of the gardens.

### **Work Schedule and Wages:**

- **Hours:** This is a part-time position: 10 hours per week on average for 26 weeks, from mid-April to mid-October (the most intensive time is spent at the start and end of the season).
- **Wages:** The CGC will receive \$4,000 for the season, to be paid in eight monthly \$500 installments.
- **Expenses:** There is a modest budget for approved garden-related expenses.

### **Qualifications:**

- Knowledge, experience and enthusiasm working with organic vegetable gardening
- Clear written and verbal communication skills
- Creative problem-solving abilities
- Diplomacy and ability to work with a variety of personalities
- Comfort and skill in communicating with people by phone, in person, and/or email

### **To apply:**

Please send a cover letter and resume to Sustainable Woodstock by emailing [hiring@sustainablewoodstock.org](mailto:hiring@sustainablewoodstock.org)  
Position open until filled.

**For more information on Sustainable Woodstock and our initiatives, please visit:** [sustainablewoodstock.org](http://sustainablewoodstock.org)