**Position Title:** Community Garden Specialist **Classification:** Fulltime  
**Reports To:** Program Manager  
**FLSA Status:** This is a non-exempt position

**Job Overview:**

We are seeking a dedicated and passionate **Community Garden Specialist** to oversee and manage the day-to-day operations of a thriving community garden. This role will focus on developing, implementing, and managing educational and outreach programs that engage the local community, including schools, in sustainable gardening practices. The ideal candidate will possess strong leadership skills, an understanding of horticulture, and a deep commitment to fostering environmental stewardship and community connections.

**Key Responsibilities:**

1. **Program Development and Implementation**
   * Design, plan, and execute educational programs for local schools, community groups, and individuals.
   * Create school partnerships to establish gardening curricula, workshops, and hands-on learning opportunities.
   * Develop seasonal gardening schedules, planting guides, and maintenance protocols that align with local climate conditions.
   * Coordinate and lead workshops on topics such as sustainable gardening, composting, and environmental conservation.
2. **Community Engagement and Outreach**
   * Build relationships with schools, community organizations, and local businesses to foster involvement in garden activities.
   * Organize and lead volunteer opportunities, garden tours, and community events, including garden festivals, harvest celebrations, and seasonal markets.
   * Ensure inclusivity in programs, reaching out to underserved communities to provide access to gardening opportunities and resources.
3. **Garden Management**
   * Oversee the day-to-day operations of the garden, including planting, harvesting, and garden maintenance.
   * Develop and maintain an organic garden that supports educational initiatives and community food security.
   * Manage garden tools, resources, and equipment while maintaining a safe and functional gardening environment.
4. **Partnerships and Collaboration**
   * Foster strong relationships with local schools to integrate gardening into classroom activities, extracurriculars, and after-school programs.
   * Collaborate with local organizations and environmental groups to support shared goals in sustainability and urban farming.
   * Develop grant proposals and fundraising strategies to support garden projects and community programs.
5. **Administration and Reporting**
   * Track and report on the success of community engagement programs and educational outcomes.
   * Maintain accurate records of program participation, volunteer hours, and garden outputs (e.g., produce yields).
   * Manage budget for garden-related activities, ensuring effective allocation of funds for tools, resources, and events.

**Qualifications:**

* **Education**: Bachelor’s degree in Environmental Science, Horticulture, Agriculture, or a related field (or equivalent practical experience).
* **Experience**:
  + At least 2-3 years of experience in community outreach, education, and garden management.
  + Experience working with diverse groups, including children, school-age students, and community members.
  + Strong knowledge of sustainable gardening practices and environmental stewardship.
* **Skills**:
  + Excellent organizational and project management skills.
  + Ability to communicate effectively with diverse audiences, including students, teachers, volunteers, and community members.
  + Proficiency in Microsoft Office or similar software for administrative tasks and reporting.
  + Knowledge of grant writing and fundraising strategies is a plus.

**Physical Requirements:**

* Ability to work outdoors in various weather conditions and lift up to 40 lbs.
* Comfort with gardening tools, equipment, and physical tasks associated with garden management.

**Personal Attributes:**

* Strong passion for environmental education and community development.
* Creative, energetic, and adaptable in managing diverse programs.
* Ability to work independently and as part of a team.
* Commitment to fostering inclusivity and sustainability in community initiatives.

**Compensation:**

* Competitive salary based on experience.
* City of Dalton benefit package.