



Job Description – Garden Support Specialist

Job Description: Garden Support Specialist

Location: San Diego, CA

Schedule: Full-time up to 40 hours a week outdoors in a garden setting

Reports to: Garden and Facilities Director

Compensation: \$16-\$19 per hour

Classification: full-time, non-exempt

Benefits: Stipend for medical, paid time off, holiday pay, optional 403(b)

Scope of Work

The Olivewood Gardens and Learning Center Garden Support position is responsible for supporting a safe and productive workplace for a large garden-based nutrition education program that serves children and families from National City and throughout the region. The Garden Support position is an active position and requires onsite work in the garden daily harvesting, planting, watering, and maintaining the gardens. This position will be responsible for the growth and function of new raised garden beds.

This position may also provide support of interns and volunteers in the day-to-day functions and maintenance of the grounds and buildings. As an organization rooted in community, this role requires active participation in anti-racist work and a commitment to diversity and inclusion.

Garden and Grounds Maintenance Duties:

- Plants, weeds, waters and maintains raised and in-ground garden beds in upper garden area in line with annual growing plan
- Applies organic products on the lawn, shrubs, and trees as necessary
- Helps in the setup and take down for special events
- Supports weekly produce stand by harvesting, cleaning and prepping crops
- Works collaboratively with Garden and Facilities Director to maintain crop list for Brightside Produce relationship
- Builds and maintains the compost piles
- Keeps grounds free of litter and debris
- Repairs and maintains irrigation systems
- Plants and irrigates vegetables, fruits, grass, and other ornamentals
- Repairs fences, gates, walls, and walkways
- Updates signage on garden beds to keep guests informed of what's growing
- Cleans out drainage ditches, gutters, and culverts
- Harvests and records crops
- Maintains tools in good working order
- Works with Garden team to ensure growing and harvesting schedule is maintained



Minimum Qualifications:

- 3-5 years of gardening or farming experience and/or degree or certificate in urban farming or agriculture
- Experience creating crop plans and maintenance schedules
- Must have basic knowledge of gardening safety
- Proven experience working with people of different cultures and backgrounds
- Acceptable DMV record and valid driver's license required
- Upon hire must pass background check
- Ability to communicate professionally in front of groups of children and adults
- Strong interpersonal and teamwork skills
- Commitment to healthy eating, garden education, and nutrition education.
- Commitment to diversity and equity
- English/Spanish preferred

Competency:

To perform the job successfully, an individual should demonstrate the following competencies.

- Attendance/Punctuality- is consistently at work and on time.
- Dependability- Follows and responds to management instructions.
- Completes task on time or notifies appropriate person with alternate plan.
- Quality- Monitors own work to ensure quality.
- Quantity- Meets productivity standards, completes work in a timely manner, and looks for ways to increase efficiency.
- Takes responsibility for own actions.
- Motivation-Demonstrates persistence and overcomes obstacles.
- Attitude- Works well with others and takes instructions and criticisms well. Gives instruction and criticism in a clear and concise manner.
- Safety and security- Observes safety and security procedures. Remedies or reports any unsafe conditions. Uses equipment in a safe and secure manner.
- Is able to give instructions both verbally and in writing in a clear and concise manner.
- Supports their staff and volunteers with both tools, supplies and instruction.
- Communicates needs or challenges promptly,

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



- Work is performed in an outdoor setting with a moderate noise level;
- The employee must regularly lift and /or move up to 50 pounds and perform strenuous outdoor tasks related to garden maintenance
- Specific vision abilities required by this job include Close vision, Distance vision and Peripheral vision.
- While performing the duties of this Job, the employee is regularly required to:
 - stand the whole day;
 - walk;
 - use hands to finger, handle, or feel; reach with hands and arms;
 - climb or balance; stoop, kneel, crouch, or crawl;
 - talk or hear and taste or smell.

About Olivewood Gardens and Learning Center: The mission of Olivewood Gardens is to connect and inspire youth and adults to be healthy and active citizens through organic gardening, environmental stewardship, and nutrition education. The organic gardens on the property have been cultivated for over 20 years, providing organic produce for the community. Now the site of our nutrition and garden education center, Olivewood champions health equity and food justice through education, access, and advocacy. The unique 8-acre property is located in National City.

Olivewood Gardens and Learning Center provides equal employment opportunities to all employees and applicants without regard to race, color, religion, national origin, ancestry, gender, sex, gender identity or expression, age, medical condition, sexual orientation, marital status, citizenship, pregnancy, physical or mental disability, genetic information, veteran status, military status, caregiver status or any other characteristic protected by federal, state or local laws.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At Olivewood, we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about this role but your past experiences doesn't align perfectly with every qualification listed, we encourage you to apply anyways. You may be just the right candidate for this position.

To apply: Send resume and/or letter of interest to jobs@olivewoodgardens.org with the subject line 'Garden Support Specialist'.