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<b>Job Title</b>	GARDEN MANAGER
<b>PVN ID</b>	LE-2207-004960
<b>Category</b>	Clerical/Office Services
<b>Location</b>	LEHMAN COLLEGE
<b>Department</b>	HRA PATHWAYS
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$20.00-\$20.00
<b>Hour(s) a Week</b>	5.00-19.00
<b>Closing Date</b>	Aug 04, 2022 (Or Until Filled)

## General Description

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The School of Continuing and Professional Studies at Lehman College is seeking a committed Garden Manager to manage all operations for a community garden at Hollis Gardens Apartments, a permanent housing complex supported by the Human Resources Administration of New York City (HRA). The HRA Pathways program provides access to training for tenants in HRA's master lease system so they can pursue self-sufficiency through employment. Reporting to the Program Director, the Garden Manager is responsible for planning, preparation, maintenance and harvesting for the Hollis Gardens Community Garden. They will also educate and include Hollis Gardens Apartments tenants and community members in garden activities.

You must have a passion for community gardening, possess the collaborative skills to support a program team, and be available on a flexible, seasonal schedule.

## Other Duties

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- Maintaining crops and garden facilities as needed to harvest the 2022 season crops.
- Repairing garden beds, greenhouse and other facilities as needed.
- Educating community members in gardening techniques and holding twice weekly gardening sessions during the gardening season.
- Keeping the garden clean and safe for the community. Ensuring that visitors follow garden rules.
- Management of the garden budget and Garden Manager work hours.
- Taking the lead on garden events, workshops and other activities that may involve coordinating with outside vendors.
- Working with CUNY, property management and maintenance staff to provide services to the community.
- Planning for the 2023 season with input from staff and community members.
- Establishing relationships with vendors as needed to order seeds, plants and supplies and to schedule

repairs and other services.

- Participating in funder updates and reporting activities, including taking attendance and writing reports as needed.

## **Schedule**

- Part-time as needed, seasonal hours
- 38 hours or less every two weeks for July 2022 – March 2023. 38 to 70 hours every two weeks for April 2023 – June 2023.

## **Qualifications**

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- Knowledge of gardening sufficient to plan, grow and harvest a 1200 square foot urban community garden producing vegetables, herbs, flowers and other crops of the community's choosing, with input from staff.
- Excellent communication and facilitation skills. Customer service mindset.
- Ability to think strategically, problem-solve, and support organizational goals.
- Ability to establish community networks and deal effectively with community groups.
- Must have a passion for educating community members including those with disabilities and the elderly in gardening techniques.
- Schedule flexibility: ability to work at Hollis Gardens Apartments in St. Albans, in-person as needed on a seasonal basis. Occasionally support evening and weekend program events.
- Technical skills necessary to communicate by phone, text and email as well as order supplies online and manage the garden budget and attendance.

### **Preferred Qualifications**

- Experience with public housing tenants or other low-income populations.
- Knowledge and experience of the CUNY system and/or NYC government agencies.
- Experience in continuing education/workforce development.

Position is grant funded until June 2023 with option of renewal.