



Education Garden Manager Old Fort at Hesperus

Job Summary:

- ***The Education Garden Manager tends a ½ acre garden using hand tools and small equipment, 2 high tunnels in year-round production and manages summer interns from Fort Lewis College. A key part of the Sustainable Agriculture program, the Education Garden Manager is responsible for managing year-round vegetable production and seasonal educational programming, along with other staff.***

Essential Functions and Responsibilities:

- Managing small-scale vegetable production in the Education Garden, including meeting production targets, crop planning, crop counting, harvesting, controlling weed pressure, scheduling irrigation, and succession planting
- Supervising, training, and providing instruction to 4-8 Fort Lewis College interns and regular groups of volunteers
- Setting the tone, speed, and energy for work done in the Education Garden
- Implementing food safety practices, including training interns and volunteers
- Coordinating care of the propagation house in the spring months
- Keeping and improving basic garden records and planning crop rotations

Additionally, the Garden Manager will participate in these areas:

- Working with and training the Farmers-In-Training
- Packing and delivering the CSA, and managing CSA member relationships and satisfaction
- Staffing the Old Fort Farm Stand on the Fort Lewis College Campus
- Participating actively in staff meetings
- Developing new partnerships, accounts, and community relationships
- Grant writing and program development
- Planning and executing annual fundraisers
- Performing other duties as assigned

Required Education, Specialized Skills and Experience:

- Four or more seasons of vegetable growing experience
- Experience growing at high elevations or in short seasons
- Experience in leadership or teaching roles, especially in a farming context
- Experience supervising and working independently
- Experience working collaboratively
- Basic computer and office skills, including the use of Microsoft Office programs, email, and Dropbox.

Preferred Education, Specialized Skills and Experience:

- College degree in agriculture or related field
- Experience in or desire for fostering program growth

Reports To / Supervisory Responsibility:

The employee reports to the Program Manager and will supervise student interns and regular groups of volunteers

Work Environment:

- Work is primarily conducted outside in all weather.
- Work may occur in heat, cold, snow, rain, wind, and other extreme weather conditions.
- Work may occur adjacent to tractors or require use of small machines (moderate noise).
- Office space is shared.

Physical Demands:

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

- While performing the duties of this job, the employee is regularly required to, stand, sit; talk, hear, and use hands and fingers to perform fine motor functions such as weeding, harvesting, packing, typing, and operate tools.
- The employee is regularly required to lift objects weighing up to 50 pounds.
- On a daily basis, the garden manager must perform actions such as lifting, stooping, kneeling, crouching, and reaching.

Travel:

No travel required for the position.

FLSA Status/ Position Type/Expected Hours of Work/ and Salary Range:

- Typical work hours include 40 hours per week in April through September, and 15 hours per week from October through April. Pay is hourly, depending on experience.
- Non-Exempt
- Part Time, Hourly
- Permanent

Equal Opportunity

Fort Lewis College does not discriminate on the basis of race, age, color, religion, national origin, gender, disability, sexual orientation, gender identity, gender expression, political beliefs, veteran status, pregnancy, or genetic information. Accordingly, equal opportunity for employment, admission, and education shall be extended to all persons. The College shall promote equal opportunity, equal treatment, and affirmative action efforts to increase the diversity of students, faculty, and staff. The College is dedicated to building a culturally diverse and pluralistic faculty and staff committed to teaching and working in a multicultural environment; applications from underrepresented groups are strongly encouraged.

ADAA Accommodations

Any person with a disability as defined by the ADA Amendments Act of 2008 (ADAAA) may be provided a reasonable accommodation upon request to enable the person to complete an employment assessment. To request an accommodation, please contact Kristin Polens by phone 970-247-7459 or email kpolens@fortlewis.edu at least five business days before the assessment date to allow us to evaluate your request and prepare for the accommodation. You may be asked to provide additional information, including medical documentation, regarding functional limitations and type of accommodation needed. Please ensure that you have this information available well in advance of the assessment date.

Approved By: _____ Date _____

Reviewed By: _____ Date _____
Director of Human Resources

