

Kane Street Community Garden Manager

We are seeking a dedicated and proactive Garden Manager to maintain the Kane Street Community Garden and supervise garden employees and volunteers following the garden plan. The ideal candidate will possess a passion for gardening and serving those who are food-insecure. This role requires strong leadership skills, a hands-on approach to gardening and the ability to work collaboratively with various stakeholders. The Garden Manager reports to and will work under the direct supervision of the Executive Director. They are a valuable member of the Hunger Task Force team. Salary range is determined by the Executive Director and Hunger Task Force Board of Directors.

Essential Job Functions in accordance with the Garden Plan

- Work with Executive Director to implement goals and program outcomes of Kane Street Community Garden as developed.
- Manage the growing cycle of The Kane Street Community Garden from purchasing seeds to planting, maintaining and harvesting produce, and preparing the garden for the winter.
- Supervise and organize activities in greenhouse and hoop house.
- Coordinate, order, and maintain seed, tools, and equipment inventory.
- Coordinate necessary scheduling and supervision of volunteers, donors, and staff
- Supervise and collaborate with staff Gardener.
- Train, schedule and supervise volunteers and service groups for garden activities.
- Implement a fair and equitable method and assist with produce distribution during harvest nights.
- Collect and maintain all necessary records as required.
- Communicate regularly with Executive Director and submit records weekly to Program Assistant.
- Attend special community events as assigned.
- Maintain strong working relationships with project partners.
- Collect and maintain necessary records.
- Perform other work as assigned by the Executive Director.

Volunteer Coordination

- Develop, promote, and maintain a wide range of volunteer opportunities at the garden.
- Survey staff regularly to assess needs for volunteer assistance.
- Ensure volunteers are staffed to support the various efforts of garden operations, including garden events and marketing/communications

Other Expectations/Requirements. The Garden Employee will:

- Have excellent communication skills to effectively interact with clients and team members.
- Have practical knowledge of and experience with vegetable gardening and organic growing methods.

- Have ability to work outdoors in varying weather conditions while performing physical tasks.
- Have ability to lift 30 lbs frequently and 50 lbs infrequently.
- Manage time, prioritize work and multi-task.
- Have knowledge and ability to present educational workshops, catering to audiences of differing ages, ethnicity and abilities.
- Have knowledge of safety and sanitation procedures.
- Have the ability to meet and deal with the public effectively and work with people of all ages and backgrounds, respecting the integrity of every person.
- Have the ability to accurately complete and maintain required records and reports
- Have the ability to be flexible in a work environment where rapid response to donors, partners, and individuals is necessary.
- Be willing to comply with all policies and procedures that The Hunger Task Force of La Crosse, Inc. has developed for employees.
- Possess a current and valid driver license.