

**Community Gardens of Tucson (CGT)
Garden Operations Manager
Independent Contractor Position (into full employment)**

Rate of Pay: \$20/hour

Hours per week: 15-25

Email cover letter and resume to natalie@communitygardensoftucson.org

This position oversees and manages all aspects of the daily operations of CGT's 17 community gardens and serves as a liaison to the volunteer garden Site Coordinators. We are looking for a candidate who shares our vision and is passionate about creating a stronger, healthier, more vibrant Tucson through community gardens and community partnerships. Our mission is to build community gardens where Tucsonans grow food, work, and learn together, and nurture well-being in our community.

Garden Operations (75%)

- garden irrigation maintenance and repair,
- purchase and inventory of tools and supplies,
- recommend and, when necessary, implement infrastructure improvements,
- support the annual budgeting process by identifying future material, equipment and other garden needs,
- when applicable, oversee gardening grant projects,
- plan and implement garden work parties,
- attend trainings and events that provide value to the gardens, as needed (e.g. Smartscape, rainwater catchment systems, fruit tree care, local gardening and farming workshops, community networking events),
- recruit and supervise volunteer groups,
- participate in monthly Garden Operations Committee meetings,
- participate in regular meetings with other independent contractors or board members, as needed,
- ensure proper maintenance of CGT truck and trailer.

Site Coordinator Liaison (20%)

- recruit and train new garden Site Coordinators (SCs),
- work with SCs to support garden community events,
- work with SCs to plan and implement garden work parties,
- temporarily act as SC in gardens that do not have one,
- coordinate with community partners to provide educational opportunities at the gardens,
- work with SCs to ensure CGT values are represented within the garden communities,
- work with SCs to ensure translation services are provided to gardeners as needed,
- teach, facilitate, and/or host classes to CGT gardeners on such topics as irrigation, sustainable gardening techniques, and composting,

- attend subcommittee meetings in relation to primary roles and responsibilities.

Other Duties, as assigned (5%)

Minimum Qualifications

- experience in garden irrigation installation, maintenance, and repair,
- experience in sustainable gardening practices, including growing, mulching, and composting,
- ability to work well with diverse groups of people,
- experience in sustainable gardening education,
- ability to lift 50 pounds,
- willingness to work outside during all seasons,
- must have a clean driver record for last 3 years for minor citations and last 5 for major citations

Preferred Qualifications

- experience in water conservation techniques,
- experience in volunteer coordination among diverse communities,
- experience driving a truck with a trailer

*This position has full access to the CGT truck and trailer and is provided with a CGT credit card for necessary purchases.

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