



POSITION DESCRIPTION

Title: Greenhouse Coordinator

Department: Programs & Interpretation

Reports to: Urban Gardening Education Manager

Hourly Wage: \$20/hour + a benefits package

Start Date: October 25, 2022

Applications accepted and reviewed on a rolling basis through 10/5/22

Background:

The Garfield Park Conservatory Alliance (GPCA) is a community oriented non-profit organization involved in a unique partnership with the Chicago Park District and its historic plant conservatory. The mission of the Garfield Park Conservatory Alliance is to change lives through the power of nature. The Department of Programs and Interpretation supports the mission by developing, implementing, and facilitating a heightened interest and deeper understanding of the plant world, both inside and beyond the Conservatory's glass walls.

The Greenhouse Coordinator is a full-time, year-round, non-exempt position with a benefits package. Primary responsibilities include, but are not limited to: 1) Exemplify a commitment to GPCA's mission, vision and values 2) Lead tri-weekly Propagation Program volunteer shifts focused on hands-on, eco-friendly plant propagation and seasonal gardening learning experiences for adults of diverse backgrounds and varying abilities 3) Coordinate Plant Sales, regular stock of plants for the Gift Shop and seedling/plant donations to community partners 4) Coordinate harvest and delivery of produce donations to community partners and 5) Maintain Greenhouse.

Leadership:

Thinks strategically and comprehensively about the strategic plan goals of the Alliance as well as Plant Propagation volunteer experience and provides professional insight to accomplish those goals. Initiates collaboration and seeks input from key stakeholders to assemble plant sales and volunteer experiences that deliver on mission as well as drive engagement, membership and revenue goals for the conservatory.

Position Responsibilities:

- Applicant is anticipated to work a Tuesday-Saturday schedule; applicant must be on site to lead volunteer shifts, make GPCA plant deliveries to the Gift Shop, deliver produce and plants to community partners; there is some flexibility to work remotely as available outside of days/times leading volunteer shifts, delivering plants or produce, watering and doing greenhouse maintenance tasks
- Collaborate with Urban Gardening Education Manager to create propagation, planting and harvest schedules with priorities that vary across the seasons
- Implement propagation, planting, garden maintenance and harvest schedules with help from volunteers
- Lead 3-hour Propagation Program volunteer shifts on Tuesday, Thursday, and Saturday mornings, 9am – 12 pm; these volunteer shifts align with propagation, planting and harvest schedules; shifts focus on teaching adults of various abilities and diverse backgrounds eco-friendly propagation, gardening and harvesting techniques
- Coordinate delivery of plant, seedling and produce donations to our community partners
- Maintain harvest, plant propagation and plant sale records
- Coordinate logistics for Annual and Seasonal Pop-up Plant Sales
- Maintenance of a low-tech greenhouse, including low-input, eco-friendly pest control, manual temperature control, watering, cleaning/organization plus inventory of tools, plant stock and supplies
- Assist Volunteer Program Coordinator to recruit, schedule and manage Propagation Program volunteers

- This role includes periodic movement in the Conservatory to collect plant materials from Chicago Park District staff, delivery of plants, produce and seedlings, maintain the Giving Garden, and organize plants or program supplies
- This role includes bending, lifting, kneeling and reaching: both across garden beds and up on to shelving. Some heavy lifting (at least 50 lbs.) expected with soil deliveries and moving larger plants. Safety equipment will be provided and accommodations may be provided as necessary.
- Other duties as assigned and within the scope of this position

Qualifications:

- Applicant should have a certificate or associates degree in horticulture or 2 years commensurate experience in horticulture or urban agriculture in an educational, non-profit, retail or other professional setting
- Applicant must be an enthusiastic and charismatic representative of our organization and enjoy working with adults with a variety of abilities and backgrounds
- Applicant should have strong organizational and time management skills to oversee many moving parts
- Applicant should have clear and consistent communication methods to communicate with multiple colleagues including external partners, programming staff, Chicago Park District staff, janitorial staff, and security guards

Preferred Qualifications:

- Preference for West Side (Garfield Park, Austin, North Lawndale, West Humboldt Park) applicants
- Experience with Microsoft Office and Google Suites or interest in learning these
- Experience with or willing to learn and implement eco-friendly horticultural and pest management practices
- Produce Safety Alliance Grower Training certification or interest in completing this certification program

Benefits & Salary:

This position is full-time, non-exempt, averaging 40 hours per week. The hourly wage is \$20/hour. Benefits include medical, dental, vision insurance, company-paid short-term and long-term disability and life insurance. We provide paid time off including: two weeks; vacation (accrued monthly and accessible within 90 days), 12 paid holidays, 6 personal days and paid sick time.

Application Instructions:

To apply, submit a cover letter and resume highlighting relevant experience to Emilia Arellano at earellano@garfieldpark.org. Applications will be reviewed on a rolling basis, with priority to those applying by end of day, Wednesday, October 5, 2022.

Garfield Park Conservatory Alliance (GPCA) is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind.

GPCA is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at GPCA are based on the organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. GPCA will not tolerate discrimination or harassment based on any of these characteristics. GPCA encourages applicants of all ages.