

Burnside Gorge Community Association **Community Garden Volunteer Coordinator**

JOB SUMMARY

The Community Garden Volunteer Coordinator is responsible for the volunteer coordination at the Cecelia Ravine Community Gardens, including garden work parties, workshops, and maintenance activities. Volunteer Coordinator is also the main contact for the city-led food security initiatives, including Get Growing, Victoria! Seedling and Soil Building Materials Distribution Days.

WAGE & BENEFITS

This is a temporary contract position, depending on the funding.

- 175 - 209 hrs until the end of 2026 (longer hours during growing season)
- \$23 - \$24/hour
- 4% vacation pay
- 20% discount at Burnside Boutique and recreation programs
- Opportunities for Professional Development

KEY DUTIES AND RESPONSIBILITIES

General & Administrative

- Assist in identifying the needs of the garden, including ongoing maintenance of the commons areas inside the allotment garden, the fruit tree berm on either side of the fenced area
- Assist with the allotment garden contract renewals and the waitlist management
- Communicate regularly and efficiently with the Communications and Development Coordinator.
- Compose year-end grant reports with the support of the Communications and Development Coordinator and maintain a regular activity log
- Work with the Communications & Development Coordinator for future garden initiatives

Volunteer Coordination & Management

- Recruit and coordinate garden volunteers
- Maintain accurate records for volunteers
- Organize a garden work parties (at least 6 per year)
- Resolve volunteer-related disputes and issues in conjunction with BGCA's Communications and Development Coordinator.
- Prepare and communicate volunteer work schedules and ensure work party-related activities are being completed regularly
- Organize yearly volunteer appreciation event

Communications & Promotion

- Manage Community Garden's email and correspond with volunteers
- Promote garden work parties and workshops with the support of the Communications and Development Coordinator
- Organize and promote garden workshops to Burnside Gorge and the greater area (through UFT listserv, CRFAIR newsletter, through BGCA newsletter, and social media) with the support of the Communication and Development Coordinator

Get Growing, Victoria! Soil-Building and Material Distribution Days

- Attend orientation and training meeting hosted by the City of Victoria
- Complete seedling and garden materials orders and bookings as needed
- Create an event plan for each Burnside Gorge distribution day
- Host the distribution of soil-building materials and seedlings through organized Neighbourhood Distribution Days, following COV Event Guidelines

- Supply and train volunteers and staff for the operations of the distribution event
- Organize the distribution of compost, leaf mulch, and woodchips provided by the City of Victoria.
- Coordinate volunteers and promote as needed to ensure materials are used in a timely manner
- Upon completion of activities, provide a summary report

SKILLS AND KNOWLEDGE

- Ability to plan, organize, and prioritize
- Ability to communicate and engage effectively
- Knowledge of gardening and landscaping
- Ability to work independently as well as work cooperatively with others.
- Ability to supervise and effectively delegate work
- Demonstrated leadership skills

QUALIFICATIONS

- Experience in non-profits, agriculture gardening, landscaping
- Experience in supervising volunteers
- Physical ability to lift and move up to 30lbs
- Class 5 driver's license or equivalent is an asset

REPORTS TO

Communications & Development Coordinator

TO APPLY

Please submit a resume with cover letter to:

Burnside Gorge Community Association

Attn: Sevval Kecicioglu

Email: sevval@burnsidegorge.ca

Mailing address: 471 Cecelia Road, Victoria, BC V8T 4T4

DEADLINE TO APPLY: Open until filled. Interviews will start as applications are received.