

Position Description

Deer Creek School Garden Coordinator

This is a volunteer position with an annual stipend of \$2,000 paid by the Deer Creek PTC
Average 1-2 hours per week, including summer
(Must be able to work during the summer)

To submit your interest in the position, please email Kristy at deercreekptc@gmail.com with a brief summary of your qualifications and your contact information.

General Description:

- The Deer Creek Garden Coordinator is responsible for maintaining the school's educational garden and orchard.
- They will ensure the upkeep of the garden and orchard site and irrigation systems, e.g. planting, weeding, watering, notifying school maintenance when orchard trees need to be pruned, and ordering supplies.
- They will coordinate with the Nevada City School District ELOP program to determine the use of the Deer Creek garden and orchard for after-school enrichment classes.
- They will coordinate with Sierra Harvest to bring visiting gardeners to the school site during the school day to provide garden education.

Qualifications:

Knowledge and skills

- Requires an expressed interest in school gardening and the Deer Creek Elementary community.
- Knowledge of and skills in basic gardening techniques.
- Organizational and communication skills to maintain and build the garden program
- Ability to maintain a professional relationship with site and district staff, students, and parents to promote the garden in a positive manner.
- Basic knowledge of and access to a computer to facilitate email communication with staff and program support
- Recommended, but not required: Experience with compost, irrigation, pest management, and gardening methods.

Physical Requirements

- Position involves walking, standing, stooping, carrying, and lifting.
- Ability to lift 25 lbs
- Ability to use basic gardening tools

Duties and Responsibilities

- Facilitate the ongoing operation and sustainability of the school garden and orchard.
- Organize garden/orchard upkeep, including weeding, watering, and planting. Ensure seasonal tasks are completed, including planting, maintaining of fruit trees, and organizing summer care.
- Manage the school garden budget and make responsible purchasing decisions.
- Act as a liaison between the school garden, the ELOP program, and Sierra Harvest.

- Support and encourage classroom teachers to utilize the school garden as a learning environment
- Communicate with past and future on-site school garden coordinators to ensure program stability.
- Complete a simple year-end report on accomplishments and challenges during the previous school year and present to the PTC.

Additional Position Details

- 1 year tenure 8/15-8/14/25
- \$500 per quarter paid at end of quarter (Total of \$2000 per year) + reimbursement of supplies (up to \$1000) from Apples to Gardens