



POSITION DESCRIPTION

Position Title	Community Garden Assistant - Seasonal (special projects)
Department	Community Wellness
Reports To	Community Garden Coordinator

Job Grade	C	Schedule: Part Time 25 hours per week
Effective Date	6/1/2018	Benefits : no

Position Summary

Responsible for assisting with all gardening activities, including planting, weeding and related duties on a seasonal basis.

Essential Duties:

Assists with all garden activities:

- Planting
- Watering
- Weeding
- Harvesting and distribution
- Composting

Keeps computer records of garden activities and produce weights.

Proper maintenance of gardening tools

Other Duties:

Assist with tours and summer youth/summer recreation activities

Other duties as assigned.

Knowledge, Skills and Abilities:

Requires some gardening experience.

Must be able to read, write and take general direction.

Must work independently with little direction.

Requires ability to keep records on the garden produce and activities.

Must be able to stay on task and perform duties in a timely manner.

Typical Physical Demands:

Requires ability to lift up to 50 lbs.

Bending, lifting, kneeling, standing, a lot of walking and carrying

Requires good physical condition in order to keep up with the physical demands for at least 5 hours per day

Typical Working Conditions:

Most duties are performed outdoors, in all weather conditions.

Some work in the garden shed, includes keeping records in a computer.

Other Aspects of the Position:

Requires occasional weekend and/or evening work.

May require travel.

Minimum Qualifications:

Must submit to and pass a reference and criminal background check.

Must submit to and pass a pre-employment drug and alcohol screening.

Ability to perform moderate physical tasks for about 5 hours per day.

A valid driver's license and maintain insurance requirements to operate General Services Administration vehicles

Preferred Qualifications:

Ability to use a computer and selected computer programs in order to maintain garden records.

Prefer some gardening education

Yellowhawk gives preference to applicants in the following order:

- CTUIR-enrolled Tribal members
- Other federally-recognized tribal members
- Military personnel who have been honorably discharged
- All other applicants

The success of the Yellowhawk Tribal Health Center (YTHC) delivery of health care services, business operations and reputation are built on the principles of our employees' fair and ethical conduct. Our reputation for integrity and excellence requires careful observance of the terms of the Centers contracts with funding agencies, the Personnel Policies and Procedures Manual, and the spirit of all applicable laws and regulations, as well as the adherence of the YTHC employees to the highest standards that govern their professions, conduct, performance and personal integrity.

Approved by:

Date

I acknowledge that I have read and understand the duties and responsibilities of this position description.

Signature

Date