



## POSITION DESCRIPTION

Position Title	Community Garden Program Assistant
Department	Community Wellness
Reports To	Community Garden Coordinator

Job Grade	C	Schedule: Full Time
Effective Date	10/1/2019	Benefits : Benefitted

### Position Summary

Responsible for assisting with all gardening activities, including planting, greenhouse up keep and care of plants and other related duties. Assists in the facilitation of educational and promotional garden program classes and workshops. All duties and responsibilities will be performed in accordance with the Yellowhawk Mission and Vision statements.

#### Essential Duties:

Assists with all garden activities:

- Planting seeds
- Transplanting seedling
- Watering greenhouse and garden sites
- Upkeep on weeding
- Harvesting and distribution of garden produce
- Composting
- Garden planning
- Development of flyers, brochures, and other promotional advertisements.
- Keeps record of garden activities and produce weights.
- Proper maintenance of gardening tools

#### Other Duties:

Requires co-facilitation of garden classes and workshops.

Assist with garden site work and activities with youth, community members, local volunteers and summer youth/summer recreation.

Requires data collection and reporting; may require presentations.

Other duties as assigned.

**Knowledge, Skills and Abilities:**

Ability to perform moderate physical tasks for up to 7.5 hours per day.

Must be able to safely use power tools, such as: lawn mower, weed eater, soil tiller, and wood chipper.

Must be good with communication and working with the public.

Requires some gardening and greenhouse 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.

Computer skills and Microsoft experience preferred.

**Typical Physical Demands:**

Requires ability to lift up to 50 lbs.

Bending, lifting, kneeling, standing, carrying, several miles of walking per day.

Requires good physical condition in order to keep up with the physical demands.

Must be able to work outside in all weather conditions.

**Typical Working Conditions:**

Most duties are performed outdoors in different garden site and greenhouse, in all weather conditions.

Some work in the garden shed, includes keeping records on a computer in shared office space.

**Other Aspects of the Position:**

Requires occasional weekend and/or evening work.

May require travel and some garden training opportunities.

**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.

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

**Preferred Qualifications:**

Experience with a computer and selected computer programs in order to maintain garden records.

Prefer some gardening education and greenhouse work.

**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 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 Yellowhawk employees to the highest standards that govern their professions, conduct, performance and personal integrity.

Approved by:

Date

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

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Signature

Date