



**Position:** Community Garden Attendant

**Department:** Student Success Office

**Employment type:** Part-time, 20 hours or less

**Overview:** As a member of the Student Success team, the Community Garden Attendant performs general maintenance in the PVCC community garden. The role involves following directions, asking for help when necessary, and engaging in weekly communications with the supervisor. The attendant supports a volunteer-driven garden, managing various outdoor tasks while also handling some social media and technology-based activities. Diversity is encouraged within this role.

**Work Schedule:**

**Job Duties and Required Competencies:**

***Career and Self-Development:***

- **Skills:** Commitment to personal growth and continuous learning in garden management and maintenance.
- **Tasks:**
  - Perform general maintenance tasks such as mowing, trimming, and weeding.
  - Demonstrate self-awareness and seek help when needed to ensure effective garden upkeep.
  - Engage in ongoing learning about gardening techniques, pest management, and crop rotation.

***Communication:***

- **Skills:** Clear and organized communication with supervisors and community members.
- **Tasks:**

- Communicate weekly with the supervisor and garden distribution list regarding garden needs and updates.
- Keep a running list of questions and check in with the supervisor for clarification on tasks.
- Address and assist students and volunteers with garden-related issues effectively.

### ***Critical Thinking:***

- **Skills:** Analytical and problem-solving abilities to manage garden tasks and priorities.
- **Tasks:**
  - Make decisions on prioritizing tasks and solving problems related to garden maintenance.
  - Proactively address and manage seasonal chores and irregular tasks.
  - Ensure clear marking of plot boundaries and proper labeling of plants.

### ***Equity and Inclusion:***

- **Skills:** Awareness and promotion of diversity and inclusion within the community garden.
- **Tasks:**
  - Encourage diversity in garden participation and contribute ideas for inclusion.
  - Stay open to diverse perspectives and practices in gardening.
  - Adapt to and learn from the varied backgrounds of community garden members.

### ***Leadership:***

- **Skills:** Ability to inspire and guide others, and manage projects effectively.
- **Tasks:**
  - Make innovative suggestions to improve garden practices and beyond traditional methods.
  - Plan and manage various garden projects according to seasonal needs.
  - Use initiative to tackle garden tasks and projects with minimal supervision.

### ***Professionalism:***

- **Skills:** Dependability and dedication to maintaining high standards of work.

- **Tasks:**
  - Be present during assigned hours and produce quality work independently.
  - Complete routine and seasonal tasks in a timely manner.
  - Consistently meet goals and demonstrate commitment to garden maintenance.

#### ***Teamwork:***

- **Skills:** Collaborative skills to work effectively with others and build positive relationships.
- **Tasks:**
  - Collaborate with other community gardeners on shared tasks and responsibilities.
  - Build and maintain strong working relationships with the supervisor and fellow gardeners.
  - Participate in and contribute to weekly supervisory meetings.

#### ***Technology:***

- **Skills:** Proficiency with technology for record-keeping and communication.
- **Tasks:**
  - Manage social media content and keep records of garden activities and statistics.
  - Learn and utilize new technologies for online outreach and record-keeping.
  - Use technology to track and report on garden achievements and plan for future seasons.

#### ***Additional Responsibilities:***

- Perform other tasks as assigned by the supervisor, including special projects and additional support as needed.

#### ***Required Qualifications:***

- Ability to handle physical tasks involved in garden maintenance.
- Good communication skills and willingness to learn about gardening.

#### ***Additional Considerations:***

- Experience with gardening or landscaping.

- Familiarity with social media and record-keeping technologies.

**By fulfilling these responsibilities, you will contribute to the maintenance and success of the PVCC community garden, support a collaborative and diverse environment, and gain valuable experience in garden management, community engagement, and technology use.**

**For more information, please contact the Federal Work Study (FWS) Program Coordinator at [federalworkstudy@pvcc.edu](mailto:federalworkstudy@pvcc.edu)**