



Garden Resource Center Site Coordinator

General Job Description

Grow Pittsburgh is a non-profit organization with a mission to teach people how to grow food and promote the benefits that gardens bring to our neighborhoods.

The Garden Resource Center (GRC) is a tool lending library and materials depot that opened in the fall of 2014. The GRC stocks a wide range of gardening tools and materials that are vital to creating and maintaining healthy food gardens. Local backyard and community gardeners can access these resources for a small annual membership fee.

Grow Pittsburgh is seeking a dedicated individual to help staff and improve the GRC.

Job Responsibilities:

- Opening and closing the GRC during assigned shifts
- Signing up members and processing membership applications
- Lending out tools and materials to members and training them on their proper uses
- Maintaining a clean, organized space; keeping track of inventory
- Coordinating donations and material deliveries
- Answering member's gardening-related questions; referring members to other resources as necessary
- Regularly reporting incidents, tool damage/loss, and other pertinent information to supervisor
- Managing volunteers and developing a long-term volunteer leadership plan

Qualifications

- Moderate knowledge of organic gardening practices. Ability to answer growing-related questions and to recommend resources when answers are not known
- Strong work ethic, punctual
- Able to follow instructions, follow through on details, and work independently
- Out-going, helpful, and able to interact with diverse visitors during shifts
- Ability to lift up to 40 lbs

- Willingness to learn how to use a computer-based tool inventory tracking system
- Experience working with a wide range of gardening tools a plus
- Experience handling money and managing inventory a plus
- Volunteer management skills a plus
- History of working or living in the East End a plus

Job Details

Hours	15-18 hours a week. A work schedule will be established based on the Site Coordinator's availability and the open hours of the GRC. The Site Coordinator must be willing to work up to 2 evenings a week, plus regular Saturdays.
Duration	Start: March 23 rd or March 31 st , 2015 End: November 14 th , 2015
Location	The Garden Resource Center is at 147 Putnam Street, 15206 (two blocks from the Grow Pittsburgh office)
Compensation	\$12-13 an hour, depending on experience
Questions	Questions regarding the position should be directed to Tamisha Singletary: tamisha@growpittsburgh.org or 412-362-4769 ext. 114.
Deadline & Application Submission	<p>Applications due by end of the day Monday March 2nd, 2015</p> <p>Email: Tamisha Singletary, tamisha@growpittsburgh.org. In the email subject line please list: "Garden Resource Center Site Coordinator."</p> <p>Mail: Attn: Tamisha Singletary Grow Pittsburgh 6587 Hamilton Ave., #2W Pittsburgh, PA 15206</p>

Questions

Please respond to these questions in the space provided, or provide a cover letter that addresses these questions.

Describe your professional experience with the areas highlighted in the above job responsibilities.

What interests you about the position?

What specific personality traits or skills make you a strong candidate for the position?

How does this position fit into your long-term professional goals?

References

Please list the contact information for two different people that can be contacted to provide either character or employment references (at least one employment reference). If you do not have an appropriate employment reference please include an education reference (i.e. past teacher).

Note: References will be contacted after an in-person interview has taken place.

Reference 1 :

- personal/character reference
- Employment reference
- Education reference

Reference Name	
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Relationship to Applicant (former employer, teacher, etc...)	
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Reference Phone number	
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Reference email address (optional)	
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Reference 2 :

- personal/character reference
- Employment reference
- Education reference

Reference Name	
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Relationship to Applicant (former employer, teacher, etc...)	
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Reference Phone number	
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Reference email address (optional)	
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