



# Garden Depot 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.

Grow Pittsburgh is starting a new project called the Garden Depot that will house a wide range of tools and materials. Local backyard and community gardeners can access these resources for a small membership fee. The Depot is scheduled to open in September 2014.

Grow Pittsburgh is seeking a dedicated individual to help set up and staff its Garden Depot.

### **Job Responsibilities:**

- Opening and closing the Depot during assigned shifts
- Signing up members and processing membership applications
- Lending out tools and materials to members and training them on their proper use
- 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

## 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
- History of working or living in the East End a plus

## Job Details

Hours	12-20 hours a week. A work schedule will be established based on the Site Coordinator's availability and the open hours of the Depot. The Site Coordinator must be willing to work two evenings a week, plus regular Saturdays.
Duration	August 1 thru mid-November, 2014 with a potential to continue in Spring 2015
Location	The intern will be based at our office at 6587 Hamilton Ave and the Resource Depot location a few blocks away.
Compensation	\$8-10 an hour, depending on experience
Questions	Questions regarding the position should be directed to Jessica McNally, <a href="mailto:jessica@growpittsburgh.org">jessica@growpittsburgh.org</a> , (412) 362-4769 x114
Deadline & Application Submission	<p>Applications accepted by email or mail until 5pm on Friday, July 18, 2014.</p> <p>Email: Jessica McNally, <a href="mailto:jessica@growpittsburgh.org">jessica@growpittsburgh.org</a>. In the email subject line please list: "Garden Depot Site Coordinator."</p> <p>Mail: Attn: Jessica McNally          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.

What is your gardening background?

Why are you interested in this position?

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

How does this position fit into your long-term personal 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 not be contacted until after an in-person interview has taken place.

### Reference 1 :

- personal/character reference
- Employment reference
- Education reference

Reference Name

Relationship to Applicant  
(former employer,  
teacher,etc...)

Reference Phone number

Reference email address  
(optional)

### Reference 2 :

- personal/character reference
- Employment reference
- Education reference

Reference Name

Relationship to Applicant  
(former employer,  
teacher,etc...)

Reference Phone number

Reference email address  
(optional)