

# **Food Bank of WNY**

## **JOB DESCRIPTION**

**POSITION TITLE: GARDEN PROJECT COORDINATOR - IVC**  
**REPORTS TO: AGENCY SERVICES DIRECTOR**

**SUMMARY OF DUTIES:** Coordinates garden volunteers in planting, weeding, and harvesting the Food Bank's Garden in conjunction with the Garden Steering Committee.

**RESPONSIBILITIES:** Coordinate the Food Bank's Garden Project. Duties include but are not limited to:

- 1.) Provide education and technical assistance to Garden Project Volunteers
- 2.) Attend Garden Project Steering Committee meetings
- 3.) Coordinate annual Garden Project activities
  - a. Prepare the annual activities' calendar
  - b. Prepare the annual budget and submit it Food Bank Agency Services Director
  - c. Assist in selecting gardeners, assigning beds and produce to be grown
  - d. Notify Huron Sprinkler of turn on and turn off dates
  - e. Order fertilizer, mulch, vegetable, flower plants and seeds
  - f. Maintain tools in good working condition and shed in order
  - g. Submit Volunteer Hours report to the Food Bank's Volunteer Coordinator
- 4.) Report and summarize progress activities at regular intervals; prepare periodic and special reports for the Food Bank as requested
- 5.) Participate in other projects as requested by the Agency Services Manager and/or President & CEO

### **QUALIFICATIONS REQUIRED:**

- Master Gardener or highly skilled individual, with multiple years of experience in gardening
- High interest in food and nutrition for the less fortunate Western New York community
- Demonstrated ability to coordinate volunteer teams
- Demonstrated experience in gardening
- Demonstrated experience with varied audiences including health, social service and food service personnel
- Understanding of the varied Western New York ethnic groups, elderly and needy population's nutritional needs
- Ability to adapt and grow in an expanding program
- Willing and able to work in a team

If you are interested in this position, please contact Minnie Wyse, IVC Buffalo Regional Director c/o St. Michael's Church (716) 854-6726.

**The Food Bank of WNY is an affirmative action/equal opportunity employer and is committed to respecting diversity and individual differences.**