

JOB DESCRIPTION  
**Community & Pollinator  
Garden Assistant**  
Parry Sound, Ontario



**Description:** Under the direction of the Georgian Bay Biosphere, the Community & Pollinator Garden Assistant will support numerous activities in both community fruit and vegetable gardens and native plant gardens in partnership with other organizations, First Nations, and municipalities across the regions.

**Responsibilities:**

1. Support a Backyard Garden project to help residents create new backyard, raised bed fruit and vegetable gardens and provide mentorship throughout the growing season. Responsibilities include but are not limited to planting, weeding, yard work, watering, and harvesting.
2. Support the Biosphere and partners in creating a new Community Garden and Community Pollinator Garden in the community of MacTier.
3. Support the Growing Together container gardening program by co-leading and co-organizing planting workshops.
4. Support school garden projects in the region, including lessons for youth on the importance of local food and how to plant and maintain a garden.
5. Support existing Community Pollinator gardens regionally, including periodic maintenance and delivering related education programming on-site.
6. Lead the care and maintenance of the Biosphere's native plant demonstration garden throughout the season, including designing and creating new beds.
7. Support related initiatives including the Community Gardens in Parry Sound, the Biosphere's Native Plant Fundraiser, pollinator education, and Community Apiary tours.
8. Manage a table display at events and markets, communicate effectively with attendees, and present to general audiences on various topics.
9. Create and distribute communications and promotional materials, including posters, website content, blogs, and social media. Assist with video work and photo collection.
10. Provide occasional support for other programs offered by the biosphere, such as species at risk, water quality, and cultural awareness.
11. Provide ongoing administration and office support, liaise on behalf of the Biosphere, create event reports and recommendations, and carry out various research as needed.
12. Other duties as assigned.

## Knowledge, Skills, and Aptitude

- Working knowledge of fruit and vegetable gardening in Ontario, garden maintenance and care, composting, and role and importance of pollinators and native plant species.
- University degree, college diploma or relevant experience in community building, landscaping, and/or horticulture is an asset.
- Experience in public outreach and/or education.
- Experience working with and coordinating volunteers is an asset.
- Computer literacy in Microsoft Office and social media applications.
- Ability to demonstrate strong written and verbal communications skills.
- Excellent organization, leadership, problem solving, and professionalism.
- Enthusiasm and energy to learn and be an active and self-driven member of the Biosphere team.
- Ability to tolerate extreme weather conditions, biting insects, and full days in the field.
- Ability to endure the physical demands of gardening.
- Valid driver's licence with regular access to a vehicle.
- Hold or be able to obtain a Police Record Check with the Vulnerable Sector Check.
- First Aid/CPR/AED certification is an asset.

## Eligibility

- Be between 15 and 30 years of age at the start of the employment.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the immigration and refugee protection act for the duration of the employment.
- Have a valid social insurance number at the start of employment and be legally entitled to work in Canada.

**Wages:** \$18.00/hour

**Duration:** May 9<sup>th</sup> 2022 - September 2<sup>nd</sup>, 2022

**Hours:** A normal week will be 35 hours. This position will require weekend and evening work. Time-off will be provided in lieu of time worked on weekends and evenings.

**Location:** This position is based at the GBB office (125 William Street, Parry Sound) with regular field work located throughout the Biosphere region of eastern Georgian Bay.

**Application Deadline:** 5:00 pm Friday March 4<sup>th</sup>, 2022

**To Apply:** Email your resume and cover letter as one PDF document to Delaina Arnold at [education@gbbr.ca](mailto:education@gbbr.ca). Only successful candidates will be contacted; we thank all applicants for their interest.

*This position is partially funded by the Government of Canada.*