Community Garden/Conservation Specialist

Program Description:
Kitsap Conservation District (KCD) offers technical assistance to urban and rural landowners to help preserve natural resources. We collaborate with farmers, residents, and businesses working cooperatively with private landowners to address water and soil concerns and meet conservation goals. The Urban Agriculture Program partners with food banks, community gardens and urban gardeners providing technical assistance conserve natural resources, keep our water clean and grow more food. The GRACE Garden provides fresh vegetables for the Central Kitsap Foodbank and restorative justice opportunities for inmates from the Mission Creek Corrections Center for Women (MCCCW) in Belfair. Our other environmental programs work with partners and landowners to restore natural areas by removing invasive plants and installing native plants to improve water quality and salmon habitat; outreach and installation of low impact development (LID) projects to manage storm water; and with landowners to protect water quality by working with fencing and manure management. All of KCD’s programs use workshops and site visits with landowners to deliver educational messages and techniques that benefit both the landowner and the environment.

PREFERRED: Knowledge of Microsoft Windows Operating System and Microsoft Office Applications.

GENERAL DUTIES:

Duties include assistance to established staff in the following areas:

1. Supervise inmate crew working in the GRACE Garden and other environmental programs
2. Explain and oversee tasks, motivate crew members, schedule crews, and work with volunteer groups
3. Do physical labor every day: standing, lifting, raking, weeding, shoveling, planting, cleaning, light construction
4. Work outside in wide range of weather condition
5. Assist the GRACE Garden Coordinator in all garden activities including: planning; seed propagation, transplanting, direct seeding, irrigation, and harvesting.
6. Build relationships with food banks and other meal providers to increase access to fresh vegetables for Kitsap residents
7. Help implement habitat and farm improvement projects that benefit salmon, farms, water quality, and wildlife
8. Update and maintain project files – notes, maps, references, photos
9. Track metrics and indicators in order to evaluate program effectiveness and success
10. Enter projects into data bases such as Excel or Conservation Commission data bases
11. Attend outreach and educational events and present information at food pantries, community meals, school district summer lunch programs, and farmers markets.
12. Assist with volunteer recruitment, training and supervision for district programs.
13. Assist Farm to Food Pantry (F2FP) coordinator with program activities, including but not limited to: coordinating deliveries, contacting farmers, and gathering, tabulating and reporting date on the F2FP program and related food access activities.
14. Set up, populate the KCD information booth, and assist in developing presentations/educational materials/curriculum for educational outreach events.
15. Drive all vehicles, including trucks, and trailers, hitch up and tow trailers and dump truck, operate watering tank trailer.
16. Safely operate power tools and equipment including, but not limited to: auger, chain saw, weed whacker, pumps, sprinkler, timers, garden tiller, etc.
17. Do light mechanical repairs and construction under supervision.
18. Participate in KCR/AmeriCorps monthly combined community service projects as directed by AmeriCorps Team Supervisor or Director.
19. Attend KCR/AmeriCorps Bi-monthly team meetings.
20. Attend and participate in the KCR/AmeriCorps orientation at the start of the AmeriCorps program year. Successful completion of orientation is required to participate in AmeriCorps.
21. Become certified or update CPR/First Aid Training during employment.
22. Develop and maintain an adequate, up-to-date record keeping system including monthly report statistics to be submitted to the Program and AmeriCorps Team Supervisor.
23. Record and submit personal time sheets on-time as scheduled by Team Supervisor.
24. *Submit to a criminal history background investigation prior to starting work, which could include fingerprint background check.

Additionally, the candidate will work within District policy and procedures that include staff functions such as time sheets, meetings, security, and safety. Participate in events such as fairs, tree sale, newsletter, brochures, website and other outreach activities that communicate the programs available to landowners.

*All prospective AmeriCorps Members must submit to a Washington State Criminal history check and a National Sex Offender Registry background check.

*KCR is an equal opportunity employer.