



## **Job Description or Project Description Summer 2022 North Valley Community Garden Coordinator**

Three community gardens are located in Peoria's North Valley Neighborhood. Phoenix Community Development Services maintains two gardens near their Glendale Common's complex (Glendale Avenue between Wayne Street and Evans Street) and Peoria Friendship House of Christian Service maintains a garden on their property in the 800 block of NE Madison Street. Through a collaborative agreement, this position is offered as a paid summer internship position.

The North Valley community gardens are designed to engage the public (and in the case of the Phoenix Sow to Grow Garden, specifically residents of Glendale Commons) in planting, growing, tending, and harvesting produce. The gardens have the potential to engage residents of all ages in educational programming, collective work, and food production.

Both Phoenix CDS and Friendship House benefit from the volunteer services of Master Gardeners, but seek assistance as follows. With the daily oversight by Friendship House staff and the volunteer Master Gardeners at Friendship House and Phoenix Community Development Services, the Community Garden Coordinator is responsible for:

- Planning work with the volunteer Master Gardener from Phoenix CDS and the volunteer Master Gardener from Friendship House.
- Managing tools used in the garden (storage, usage, maintenance)
- Working in the garden as well as facilitating the work of community volunteers to include but not be limited to:
  - Planting
  - Pulling weeds
  - Watering
  - Collecting trash
  - Harvesting
  - Pruning
  - Raking
  - General maintenance
  - Mulching
  - Photographing (social media)

The intern should expect to work 20-25 hours each week during the term of the internship. Work will fluctuate depending on the progress of the garden (more time will be required to plant, for example).

The Community Garden Coordinator must be willing to work outside in the summer, be able to lift up to 30 pounds, have the capacity to work unsupervised, and share the vision of doing something positive for the neighborhood. Basic gardening or landscaping experience is preferred, but not required. Friendship House will serve as the hosting agency for this position and provide direct supervision of the Coordinator.

The position is open April 1, 2022 and will conclude no later than October 31, 2022 (depending on weather).

The Peoria Park District will serve as the fiscal agent for this position. Hours will be tracked by Friendship House staff and submitted to the Peoria Park District Human Resources Manager for payment on the District's bi-weekly payroll schedule.