



## Position Description

**JOB TITLE:** Summer Student – Community Horticulture Programs

**RESPONSIBLE TO:** Community Health Director

### **SUMMARY OF FUNCTION:**

*The Summer Student – Community Horticulture Programs serves as a champion of the Vision and Mission and promotes an environment that is consistent to the Health Centre's Statement of Values and Principles. The Summer Student – Community Horticulture Programs is an essential member of the client-centred professional team and will provide ongoing support and assistance to the Health Promotion team in the coordination of the Community Gardens, Children's Grub Club, and Community Greenhouse programs.*

### **DUTIES:**

1. To assist the Community Development Worker with the coordination and implementation of Community Gardens, Children's Grub Club, and Community Greenhouse programs;
2. To help with participant recruitment, program promotion and evaluation;
3. To assist with the development of curriculum, workshops, and preparation of group activities;
4. To assist with the supervision of and work collaboratively with volunteers;
5. To create, set-up and operate displays at community events;
6. Computer and data entry as needed;
7. Assist and support the HP Team and North End Community as required;
8. Calling/connecting with clients, i.e. Client Satisfaction Surveys;
9. Other duties as may be assigned.

### **QUALIFICATIONS:**

1. Passionate about gardening, food security, and sustainability;
2. Knowledge and hands on experience of organic vegetable gardening;
3. Commitment to fostering a positive community atmosphere;
4. Ability to perform moderate physical labour;
5. Ability to organize, prioritize, and follow through;
6. Excellent communication and interpersonal skills;
7. Demonstrated experience with Microsoft Office and other related office software;
8. Experience working with non-profit organizations an asset;
9. Candidate must be returning to school in September 2021;
10. Ability to work flexible hours in order to meet the needs of the community, including early mornings, evenings, and weekends.