



LANGLEY ENVIRONMENTAL PARTNERS SOCIETY

#201- 4839- 221 Street, Langley, B.C. Canada V3A 2P1 (604) 532-3511

www.leps.bc.ca

JOB DESCRIPTION : Demonstration Garden Coordinator

Term: Full time, May 1 – September 30, 2019

The **Demonstration Garden Coordinator** maintains and assists in the smooth operation of the **Langley Demonstration Garden**, located at the **Derek Doubleday Arboretum**. The mandate of the Langley Demonstration Garden is to provide education to Langley residents on safe home and garden practices including waste management and waste reduction techniques, organic and waterwise gardening, pesticide reduction and sustainable living.

The garden aims to:

- promote environmentally conscious behaviour related to all home and garden activities;
- encourage voluntary public reduction of kitchen and yard waste entering landfills;
- encourage voluntary public reduction of their ecological footprint;
- deliver talks, demonstrations and workshops to adults and children about composting, organic and water wise gardening and related topics;
- provide an opportunity for volunteers to participate in garden projects, training and work experience.

Key Responsibilities and Duties:

- **Public Outreach-** Greet and assist visitors in the garden, field daily questions from the public, phone and email communications;
- **Advertising and Promotions-** Promote garden workshops and events through press releases and advertisements in local papers, media relations, distributing posters and flyers, updating website, and manage program registration;
- **Presentations, Workshops and Events-** Host and assist with public workshops on topics related to safe home and garden habits. Assist with delivery of an established kids education program. Coordinate and host public events held in the garden (includes some evening, weekends);
- **Volunteer Management-** Recruit, train and supervise Demonstration Garden volunteers.
- **Gardening-** Support the Gardener in maintaining the plants, garden beds and compost bins; watering, weeding, pruning

Qualifications:

Education and experience: Enrolled in or recently graduated from Post-Secondary studies in Horticulture, Environmental studies or similar. Direct experience in program management; communications and marketing; event coordination, and strong interest in and knowledge of landscaping, organic gardening, urban agriculture, public education, is a must.

Individual Qualities:

- Excellent communicator with strong interpersonal skills and public speaking skills;
- Good organization skills, self-directed, work independently and as part of a team;
- Flexibility, willingness to learn and a good attitude are essential.
- Between the ages of 15-30 years, as per Canada Summer Jobs criteria

Term: May 1 to September 30, 2019

Wage: \$16.00 per hour / 36 hours per week

Application procedure: To apply please send resume with cover letter to exec_director@leps.bc.ca

Deadline: Application deadline is 4pm, April 26, 2019