

# GREEN GARDENING PROGRAMS ASSISTANT

Positions available: 2 seasonal full-time

Position Length: up to 16 weeks (contingent on funding from Canada Summer Jobs)

Start date: April 30, 2018 or later

Hours of work: 35 hours per week on average

Wage rate per hour: \$14.00

## RESPONSIBILITIES

Reporting to Green Venture's Operations Manager, the Green Gardening Assistant will assist staff with operations and programming relating to environmentally-friendly gardening, particularly with respect to the EcoHouse sustainable garden demonstrations, the local Community Garden, and a local park- Veevers Park.

The position will assist staff to research, develop, implement, and maintain garden, landscapes and other outdoor-related demonstrations, programming and services, including establishing and maintaining environmentally-friendly demonstration gardens and assisting in the management of invasive species. Examples include native species gardens, low impact lawns, xeriscaping gardens, low-maintenance groundcovers, edible gardens, and organic vegetable gardens.

The position will also assist in the development and implementation of interpretive signage for the native species gardens and the individual labelling of plants.

Secondary tasks include assisting in communications by responding to phone and email inquiries, promotion of Green Venture programs at community events, and interacting with visitors or clients in a professional and courteous manner.

Other tasks as assigned.

## REPORTS TO

## Operations Manager

The Green Gardening Programs Assistant will work with the Operations Manager on a daily basis to plan work and complete goals. Summer students will also work on specific assigned tasks with various Green Venture staff.

### QUALIFICATIONS DESIRED

Willingness to work regularly in an outdoor environment, including some landscaping

Ability to perform functions relating to gardening, such as digging, pruning, weeding

Light carpentry skills are an asset.

Knowledge of Environmental Science, Horticulture, Landscape Architecture, or a related field

Knowledge of Green Venture

Knowledge of environmental issues in Hamilton

Driver's License Class G

Knowledge of computers, particularly Windows 8.1 Operating System and MS Office Suite 2013 and above.

Valid First Aid certificate

Ability to deliver environmental education programs to children or adults.

Additional languages other than English are desirable.

Student Eligibility:

- Are between 15 and 30 years of age;
- Have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- Are Canadian citizens, permanent residents, or have official refugee protection status under the Immigration and Refugee Protection Act; and

- Are legally entitled to work in Canada, according to relevant provincial/territorial legislation and regulations

Level of Education recommended: Secondary or Post-Secondary

This position will appeal to students with a strong interest in environmentalism and green living. While preference is given to students able to start work in May or June, consideration will also be given to a position for a student starting in July. Studies applicable to this position include environmental studies, horticulture, or landscape architecture.

Note that this position is contingent upon funding approval through Canada Summer Jobs.

To apply for this position, please submit C.V. via email : [contact@greenventure.ca](mailto:contact@greenventure.ca). Please put "Summer Employment Application" in the subject header.

This posting is open until 3:59 pm on April 2, 2018.