



## Oakhurst Garden Site Coordinator and Plant Sale Assistant

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### POSITION SUMMARY

As a member of the Wylde Center Greenspace Team, the Oakhurst Garden Site Coordinator and Plant Sale Assistant is responsible for the comprehensive management--including general upkeep and beautification--of Wylde Center's flagship community garden while also providing assistance to the Nursery Manager for Plant Sale operations. Occasional work with other members of the Greenspace Team to accomplish shared projects is also expected.

### PRIMARY RESPONSIBILITIES, OG SITE COORDINATION

- o Practice fine gardening and oversee general upkeep to ensure aesthetic appeal and development of the Oakhurst Garden.
- o Manage, lead, and communicate with volunteers at the Oakhurst Garden
- o Assist Greenspace Director in management of community plot holder program.
- o Lead the care of the resident flock of chickens
- o Support Wylde Center income initiatives such as managing the seasonal flower and/or vegetable production at the Oakhurst Garden and teaching season gardening classes.
- o Manage the funds available for Oakhurst Garden's site maintenance costs
- o With support from the Greenspace director, manage the general maintenance of the Wylde Center office building located at the Oakhurst Garden
- o Participate in weekly Greenspace Team Meetings, monthly check-ins with the Greenspace Director, and quarterly Wylde Center Staff meetings.
- o Represent Wylde Center at meetings, conferences, community events and tabling events, when applicable
- o Additional duties as related to being a member of the Wylde Center staff, i.e. support of annual fundraising events such as Beer Garden and Wreath Fest, etc., as well as attendance of regular staff-wide meetings and gatherings

### PRIMARY RESPONSIBILITIES, PLANT SALE ASSISTANT

- o Assist in all plant sale related tasks under direction of the Nursery Manager which includes:
  - o Maintain constant stock of plants in sales area
  - o Maintain retail plant sale area
  - o Lead volunteer and apprentice shifts to assist with plant sale tasks
  - o Assist with seed sowing, uppotting, watering, fertilization, pest management, organization, tagging, etc. (with focus on vegetable production)



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### QUALIFICATIONS

#### Minimum Qualifications

- o At least 2 years experience managing large scale garden enterprises
- o At least 1 year experience working with plant propagation operations in a farm, garden, or nursery setting
- o Advanced knowledge of horticultural and agricultural practices including seasonal planting, propagation and natural pest management
- o Advanced knowledge of gardening tools and equipment, and ability to manage the maintenance of equipment
- o Basic animal husbandry skills
- o Strong project management skills and ability to proactively achieve timelines
- o Enjoys working with volunteers of all ages
- o Demonstrates honesty, integrity, and professionalism at all times
- o Punctual and self-directed; able to work independently as well as participate in and lead team projects
- o Strong verbal and written communication skills
- o Knowledge of Google Drive and Google applications to support successful planning, record keeping and coordination with vendors, team members and partners.
- o Valid Driver's License
- o Ability to pass a background check

#### Preferred Qualifications

- o Ability to operate a manual transmission vehicle (selected candidate will be expected to learn)
- o Light construction and carpentry skills
- o Formal Horticulture education

### ENVIRONMENTAL JOB REQUIREMENTS

#### Work Environment:

- o Ability to work in a professional office setting for a portion of the work week
- o Ability to work outside in extreme temperatures and weather conditions
- o Ability to lift up to 50 pounds



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**Travel:** Besides travel associated with working at different garden locations, no extensive travel is required

### **ADDITIONAL JOB INFORMATION**

**Compensation:** \$16/hour

**Benefits:** Select employees are eligible to participate in benefits which include (but are not limited to) a medical stipend, accrued vacation and a retirement savings plan.

**Schedule:** 30 hours per week including occasional weekend and evening work – as needed to support the successful management of the Oakhurst Garden and Plant Sale.

**Oakhurst Garden Location:** 435 Oakview Road, Decatur, Georgia 30030

**Wylde Center Office Location:** 435 Oakview Road, Decatur, Georgia 30030

**Job Description Post Date:** June 14, 2021

**Start Date:** August 1, 2021

**Application Information:** If you are interested in applying for this position, please complete [this google form](#) and include all required documents. **Applications will be accepted for review through July 18th, 2021 or until a candidate is identified and selected for the position.** Qualified candidates will be contacted directly – no phone calls please.



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### WHO WE ARE

The mission of Wylde Center is to connect people to nature.

Wylde Center accomplishes this through educational programs, events and greenspaces that actively engage youth, families and individuals in their environment, health and community, and that develop skills in environmental science, sustainable urban living, organic gardening, health, and nutrition.

The organization strives to provide an environment that cultivates a spirit of service, respect for diversity, global citizenship and character. Our commitment to a diverse, equitable and inclusive culture is reflected in a community in which differences are embraced, and staff, volunteers, and community partners have a sense of belonging.

At Wylde Center, we hire culturally competent and responsive candidates who believe in the critical importance of diversity, equity and inclusion in the success of an organization and can effectively incorporate those principles in their professional roles. Wylde Center actively seeks candidates from historically underrepresented populations.

Wylde Center was founded in 1997 out of a need to provide opportunities to experience nature in an urban environment. As a result of the community's involvement and commitment, the organization has evolved into a large and active nonprofit organization operating five greenspaces (Oakhurst Garden, Sugar Creek Garden, Hawk Hollow, Edgewood Community Learning Garden, and the Mulberry Fields Garden) in four different Decatur and Atlanta neighborhoods, open year round for the community, for events and for Wylde Center's educational programs.

Additionally, Wylde Center provides one of the largest youth environmental and science education programs in metro-Atlanta, including the Decatur Farm to School program, Atlanta Farm to School, Healthy Living by Healthy Growing at the Decatur Housing Authority, and science program and field trips linked to Common Core standards.