



JOB DESCRIPTION

Food & Gardens Assistant

Parry Sound, Ontario

The Food & Gardens Assistant will support numerous activities in both community fruit and vegetable gardens and native plant gardens in partnership with other organizations, First Nations, and municipalities across the regions. This position is shared between the Georgian Bay Biosphere (GBB) and Community Living Parry Sound, primarily managed by and working within the office of GBB.

Responsibilities:

1. Support seven Community Gardens managed by the GBB. Responsibilities include but are not limited to planting, weeding, yard work, watering, and harvesting.
2. Support the delivery of the Eat Around the Sound (EATS) food skills workshop series.
3. Support Community Kitchen programming, such as recipe creation/collection.
4. Support school gardens, such as youth lessons on local food and gardening.
5. Support Pollinator Gardens through maintenance and occasional programming on-site.
6. Support care and maintenance of the Biosphere's native plant demonstration garden.
7. Manage a table display at events, support Community Apiary activities, communicate effectively with attendees, and present to general audiences on various topics.
8. Create and distribute communications and promotional materials (posters, website content, blogs, social media, video work and photo collection).
9. Other duties as assigned.

Eligibility

- Be between 15 and 30 years of age at the start of the employment.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the immigration and refugee protection act for the duration of the employment.
- Have a valid social insurance number at the start of employment and be legally entitled to work in Canada.

Knowledge, Skills, and Aptitude

- Working knowledge of fruit and vegetable gardening in Ontario, garden maintenance and care, composting, and role and importance of pollinators and native plant species.
- Experience in public outreach and/or education.
- Computer literacy in Microsoft Office and social media applications.
- Strong written and verbal communications skills.



- Excellent organization, leadership, problem solving, and professionalism.
- Enthusiasm to learn and be an active and self-driven member of the Biosphere team.
- Ability to tolerate extreme weather, biting insects, and the physicality of gardening.
- Valid driver's licence with regular access to a vehicle.
- Hold or be able to obtain a Police Record Check with the Vulnerable Sector Check.

Assets

- University degree, college diploma or relevant experience in community building, landscaping, and/or horticulture.
- Experience working with and coordinating volunteers.
- First Aid/CPR/AED certification.

Wages: \$19.00/hour - \$22.00/hour commensurate with experience

Duration: May 6th - Sept. 2nd, 2024 (flexible start, contract extension may be a possibility)

Hours: A normal week will be 35 hours. This position will require weekend and evening work. Time-off will be provided in lieu of time worked on weekends and evenings.

Location: This position is based at the GBB office (125 William Street, Parry Sound) with regular field work located throughout the Biosphere region of eastern Georgian Bay.

To Apply: Email your resume and cover letter as one PDF document to Delaina Arnold, Community Programs Manager, at darnold@georiganbaybiosphere.com **5:00 pm Thursday February 29th, 2024**. Only successful candidates will be contacted.

This position is partially funded by the Government of Canada.

GBB's hiring and standard employee policies and procedures recognize and uphold anti-racist, equitable, and inclusive processes. GBB welcomes and encourages applications from people with disabilities. If you would like to apply to a job, are scheduled for an interview, or have been offered a position within GBB and require accommodations and/or accessibility measures, please email to request.