



Resource Conservation District of Greater San Diego County  
11769 Waterhill Rd., Lakeside, CA 92040  
Phone: (619) 562-0096 🌟 Fax: (619) 562-4799  
Website: [www.rcdsandiego.org](http://www.rcdsandiego.org)

### **Position Description**

#### **COMMUNITY GARDEN COORDINATOR**

\$20 - \$25 per hour  
20 - 24 hours per week

The Resource Conservation District (RCD) of Greater San Diego County aims to protect, conserve, and restore natural resources through information, education, and technical assistance. We work across the majority of San Diego County on a variety of programs, including fire prevention and education, watershed education, school garden support, promotion of pollinator habitat, management of two large community gardens and a regenerative farm.

Through management of two community gardens in San Diego's South Bay – the Tijuana River Valley Community Garden and the Sweetwater Community Garden – the RCD facilitates space for local residents to engage in growing their own fruits and vegetables while spending time in nature in a communal setting. We support garden members to maximize production by conserving natural resources such as soil, water, and protecting beneficial wildlife.

We are seeking a Community Garden Coordinator who is passionate about agriculture and conservation, to manage both of the RCD's community gardens, including providing support and resources to garden members and maintaining communal areas of the garden and a hedgerow at the Tijuana River Valley Community Garden.

#### **Position Responsibilities:**

- Conduct garden plot inspections and follow up with gardeners with relevant notice letters.
- Provide advice and assistance to help garden members implement gardening practices that conserve natural resources.
- Serve as an RCD liaison with garden members and answer questions.
- Coordinate with staff and partners to organize and participate in garden events and workdays.
- Fill vacant plots with wait list members and conduct garden orientations with new members.
- Conduct maintenance and repairs as needed.
- Participate in garden advisory meetings.
- Support annual lease renewal process and maintenance of garden waiting lists.

#### **Essential Qualifications**

- Desire to embrace the mission of the RCD to protect and conserve natural resources.
- Ability to lift a minimum of 50 pounds and perform physical tasks required for maintenance and monitoring of the Demonstration Site.
- Be in possession of a current California's Driver's License and auto insurance, as well as reliable transportation and experience in first aid.
- Must be willing to maintain a flexible work schedule, working weekends and evenings when needed.
- Ability to work independently in an outdoor setting during various weather conditions.

*Conserving Our Natural Resources*



Resource Conservation District of Greater San Diego County  
11769 Waterhill Rd., Lakeside, CA 92040

Phone: (619) 562-0096 📞 Fax: (619) 562-4799

Website: [www.rcdsandiego.org](http://www.rcdsandiego.org)

- Excellent communication and interpersonal skills.
- Experience using Microsoft programs such as Excel and Word.

### Desired Qualifications

- Farming/gardening experience including composting, efficient irrigation systems, vegetable and fruit tree care, and natural pest management practices.
- A practical understanding of:
  - Principles and practices of sustainable agriculture, including principles of soil health water conservation, and integrated pest management.
  - Common farm equipment, including tractors, tillage implements, mowers, seeders, etc.
  - Irrigation system set-up, repair, and scheduling.
- Experience with public outreach, community engagement, and communications to a variety of audiences.
- Experience with developing or delivering educational programs.
- Spanish fluency or proficiency.

### Compensation and Benefits:

- After successful completion of a 90-day probationary period:
  - Health insurance compensation in lieu of health insurance plan
  - Participation in RCD 457 retirement plan
  - Phone stipend of \$50 per month
  - At full time, employees receive 10 paid holidays and 13 days of paid time off (PTO) in your first year of service, rising to 18 days after the first year. This is pro-rated for part-time staff to 5 paid holidays and 6.5 days PTO in first year.

**Schedule and location:** Working hours are generally flexible within normal business hours (between 8AM – 5PM), with occasional events outside of these hours. The main RCD office is located in Lakeside, and the community gardens are located in San Diego’s South Bay. Work is split between the Lakeside office and weekly visits to each community garden, with some potential for remote working.

**To apply:** Please send your resume and cover letter explaining your interest in and qualifications for this position to Ann Baldrige, Executive Director, at [ann.baldrige@rcdsandiego.org](mailto:ann.baldrige@rcdsandiego.org) with “Community Garden Coordinator” in the subject line by **Friday September 30, 2022**. For additional information, please contact the RCD by phone at (619) 562 - 0096 or visit our website at <http://www.rcdsandiego.org>.

The RCD is an equal opportunity employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran.

*Conserving Our Natural Resources*