

# GARDEN COORDINATOR & COMMUNITY ENGAGER



**ABOUT WYCKOFF FARMHOUSE MUSEUM:** The Wyckoff Farmhouse (Wyckoff House Museum) is New York City's oldest house, dating back to c. 1652. This remarkable historic structure sits on the 1.5 acre Fidler-Wyckoff park, a New York City Parks site. Designated as the city's first landmark and a National historic landmark, the museum welcomes thousands of visitors each year for school field trips, family days, garden workshops, tours, and community events. The garden includes 16 raised beds for seasonal vegetables and medicinal herbs, as well as fruit and nut trees, wildflowers, roses, and native plants.

## JOB DESCRIPTION:

The Garden Coordinator manages all aspects of urban farm and garden, cultivating organic vegetables, herbs, flowers, and perennials on our 1.5 acre site. In addition to overseeing all garden activities, as Community Engager the candidate will coordinate volunteer hours and service days, organize community workshops and demonstrations, assist with all community events, and interface with partner organizations. Candidate is expected to work an average of 20 hours per week, year-round. Start date ASAP.

**Responsibilities include:** soil cultivation, weeding, pruning, watering, mulching, composting, cover cropping, harvesting, managing farm tools, engaging with community volunteer and on-site visitors, leading open-garden volunteer days, coordinating pop-up farm stand (Family Days), and special landscaping for Museum events. The coordinator will also assist in implementing Garden Apprentice Program.

## Key Activities:

- Oversee farm vision and activities listed above.
- Work with groundskeeper to clean and beautify site.
- Manage garden apprentices, volunteers, and summer youth and collaborate with seasonal staff.
- Engage volunteers in basic garden tasks and interacting with on-site visitors.
- Cultivate and maintaining key community partnerships pertaining to the garden.
- Collaborate with museum staff and contribute to museum outreach, newsletter, and community engagement vision.
- Coordinating special events on-site including: monthly farm stand, annual harvest festival, garden demonstrations, and community workshops.

## QUALIFICATIONS:

- You have 1+ year farm, garden, or horticulture experience.
- You are self-directed and able to complete projects independently and without supervision.
- You are comfortable managing a garden team, and interested in a role with growing responsibility.
- You are interested or have experience with community outreach and/or programming preferred.
- You are comfortable with manual labor outdoors, and have physical ability to lift up to 40-lbs.
- You are comfortable engaging with children, school groups, seniors, and corporate volunteers.

**SCHEDULE:** Flexible hours: April - November. Minimum commitment of 2 days/week onsite in Spring and Fall. Minimum commitment of 3 days/week onsite in Summer: June - September. Some Saturday availability required.

**SALARY:** starting at \$15/hour plus share of all food, flowers, and herbs, grown onsite.

**TO APPLY:** Send resume and e-mail expressing your interest and availability to [jobs@wyckoffmuseum.org](mailto:jobs@wyckoffmuseum.org). **Preference given to applications received before March 15, 2017.**