

## JOB DESCRIPTION

### **SITE OFFICER**

UVIC CAMPUS COMMUNITY GARDEN (CCG)  
UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

#### **FUNCTION:**

1. Assists in the daily site operations of the community garden, education and outreach.

#### **ORGANIZATIONAL RELATIONSHIP:**

1. Reports to the CCG Coordinator through the CCG Board of Directors but is under the overall authority of the UVSS Executive Director.

#### **ORGANIZATIONAL BACKGROUND:**

1. Founded in 1964, the University of Victoria Students' Society (UVSS) is an incorporated membership based non-profit that is autonomous from the University and provides advocacy, services and events to all undergraduate students at UVic.
2. The CCG is an organization that provides space to UVic students, faculty, and staff for organic urban agriculture.

#### **DUTIES:**

1. Assist the CCG Coordinator with garden volunteers, site projects and work parties.
2. Assist the CCG Coordinator with the maintenance of communal garden areas.
3. Assist the CCG Coordinator with workshops and events.
4. Assist the CCG Coordinator with maintenance of infrastructure.
5. Provide site tours and volunteer training.
6. Assist in managing the care of plants i.e. pruning, harvesting, watering, etc.
7. Other related duties as assigned by the CCG Coordinator or UVSS Executive Director.

#### **QUALIFICATIONS:**

##### **Required:**

1. Must be a member in good standing of the University of Victoria Students' Society (a current undergraduate student).
2. Minimum one season of organic gardening and/or farming experience.
3. Passionate about gardening, food security, and sustainability.
4. Demonstrated commitment to fostering positive community atmosphere.
5. Able to perform moderate physical labour i.e. lifting up to 40 lbs.
6. Able to organize, prioritize and follow through on tasks.
7. Able to self-direct and take initiative.
8. Excellent written and verbal communication and interpersonal skills.
9. Willingness to work flexible days and hours.

##### **Preferred:**

1. Experience with the CCG or another similar community garden.
2. Knowledge of irrigation systems.

This is a student job and is a unionized position with the United Steelworkers. The University of Victoria Students' Society is an equal opportunity employer.