



Community Garden Site Manager Job Description

Organization and Program Description:

Wasatch Community Gardens (WCG) is a community-based, nonprofit organization dedicated to empowering people to grow and eat healthy, organic, local food. Since 1989, we have provided children, adults, and families in Salt Lake County with access to land and education for growing and eating fresh produce, while building and nurturing community connections through gardening and healthy food. We accomplish this through six main programs: Advocacy & Justice, Community Gardens, Education, Job Training, Volunteers, and Youth & School Gardens.

Overview:

This position is part of the Agricultural Operations (Ag Ops) team at WCG. Ag Ops are the stewards of WCG sites that serve to facilitate and enhance programming, ecology, and community. The Community Garden Site Manager (CGSM) reports to the Director of Agricultural Operations and is responsible for all aspects of infrastructure maintenance and irrigation in all WCG Community Gardens. This position works closely with Community Garden Managers and the Community Garden Program Director, to determine timelines, priorities, and delegation of tasks. In addition, the CGSM is tasked with developing and maintaining best practices for community garden design, approves the addition or modification of community garden infrastructure, and is the primary point of contact during new garden design, construction, or renovation. The CGSM is responsible for training Community Garden Program Managers in light repairs and other maintenance associated with their garden sites. This position requires building and landscape maintenance knowledge and experience, substantial organic gardening knowledge, and a passion for sharing knowledge with others. This position also works closely with the Campus Site Manager and programming, and includes specific maintenance responsibilities for infrastructure at the Wasatch Community Gardens Campus.

Community Gardens (60%)

- Work with Community Garden Team to ensure that all WCG community gardens are well-maintained, safe, and functioning
- Perform regular maintenance and repairs of all WCG garden equipment and infrastructure, including but not limited to: irrigation systems, fencing, sheds, pergolas, raised boxes, signage
- Obtain and oversee contractors when professional repairs are needed
- Work with Garden Managers in the design process and manage the construction of new garden infrastructure and/or improvements at existing sites
 - Assist with planning new community gardens
 - Assist with organizing work groups to build new garden boxes and garden infrastructure
 - Add ADA beds, new irrigation zones, and new features to gardens

- Oversee the installation of permanent horticulture features, such as trees, insectaries, perennial areas, herb spirals, etc.
- Oversee construction of new gardens and infrastructure additions to existing gardens (chicken coops, bee hives, etc.)
- Support Garden Managers in managing site-level garden pest management
- Support Garden Managers in managing site-level garden health, such as soil health, drainage, cover crop, IPM, etc.
- Work with Volunteer Director and Garden Managers to coordinate use of groups and individuals to implement garden infrastructure maintenance when possible
- Maintain garden irrigation and site maps
- Maintain infrastructure section in Community Gardens Best Practices document
- Assist Community Garden Program Director in garden consultations with external entities as needed - advise on site location, infrastructure, sunlight, water

Campus (25%)

Maintain Campus Infrastructure:

- Conduct routine inspections and address basic repairs on Campus infrastructure and structures (Campus buildings, greenhouses, sheds, pergola, deck, etc)
- Perform basic repairs and maintenance; obtain and oversee contractors when professional repairs are needed
- Support Campus Site Manager with annual irrigation system maintenance
- Remove snow inside Campus fenceline (outside maintained by contractor)
- Manage and maintain Tool Library for use by Staff and Community
- Perform maintenance protocols for Campus infrastructure and structures
- Manage Campus shade sails and other seasonal installations

Vehicle Maintenance:

- Ensure regular maintenance and repairs of WCG vehicles (currently Ford F150, Ford Transit van, Toyota RAV4, and Plant Sale trailer)
- Maintain vehicle use calendar and protocol
- Maintain all vehicle maintenance records
- Enforce vehicle guidelines and protocols

Farm and other WCG Sites (5%)

- Monitor and perform scheduled maintenance on backup generator
- Assist Farm Manager / Site Manager with irrigation, structures, and repairs

Other (10%)

- Manage keys/locks and fobs for Campus, Community Gardens, Farm, and all other WCG off-site locations

- Assist with specific tasks for special events as requested and agreed upon- setup, electrical needs, takedown, etc.
- Assist with infrastructure needs at offsite WCG partner locations as requested and agreed upon.
- Operate within budget, track expenses and submit reimbursement requests
- Track data and contribute to annual reports
- Continue education through research and site visits

Qualifications:

Strong candidates will offer the following skills and experiences:

- Demonstrated experience in landscape maintenance with an emphasis on irrigation
- Construction experience
- Minimum five seasons of organic vegetable gardening
- Vehicle fleet management experience
- Familiarity with cover cropping, and pest management using organic methods
- Experience planning and managing projects
- Reliable communication via internet and phone
- Organized, self-motivated and able to work independently
- Ability to juggle and prioritize multiple tasks with the constant addition of new asks
- Strong interpersonal skills
- Valid drivers' license with excellent driving skills including the ability to tow trailers, secure loads, and operate machinery

Preferred Qualifications/Experience:

- Strong verbal and written communication skills
- Ability to lift and move 50 pounds, stand and kneel for extended periods of time
- Commitment to learning about and practicing ecological design and stewardship
- Positive and flexible attitude, ability to solve problems creatively, willingness to ask for help
- Proficiency in Microsoft Office Suite, Gmail and Google Drive/Docs/Sheets/Calendar, and PowerPoint, or willingness to learn
- Machine maintenance
- Experience working in a non-profit environment
- Knowledge of the use and service requirements of farm equipment and implements

Hours:

This position is a full-time non exempt position (40 hours per week with additional seasonal pushes), and the schedule varies throughout the season. Limited overtime is available.

Salary and Benefits:

Compensation will be commensurate with qualifications and experience, with a hiring range of \$40,000-\$45,000 and a growth range of \$40,000-\$50,000 plus limited overtime. Includes health insurance, 401K, HSA, paid holidays, sick and vacation leave, and access to garden produce.

To Apply:

Please email the following materials to openings@wasatchgardens.org:

- Resume
- Short response (one page total) to the following items:
 1. Why are you interested in this position?
 2. What strengths will you bring to our team and this position?
- Phone numbers of three professional references

Please put "Community Garden Site Manager" in the subject line. **Applications without references will not be considered. Application deadline is Friday, August 15, 2025.**

Final candidate may be asked to submit to and clear a background check.

People of color, people with disabilities, veterans, and LGBTQ candidates are strongly encouraged to apply. WCG is committed to providing equal employment opportunities for all employees and applicants for employment based on individual qualifications and without regard to race, religion, gender, age, national origin, mental or physical disabilities, sexual orientation, or any other similarly protected status. It is our policy to comply with all applicable laws governing employment practices and not to discriminate on the basis of any unlawful criteria. WCG values the diverse backgrounds of its employees and works to create an open atmosphere of trust, honesty, and respect. WCG is an equal opportunity employer and does not discriminate in its employment decisions.

The statements herein are intended to describe the general nature and level of work performed by employees, but may not be a complete list of responsibilities, duties and skills required of personnel so classified. No contract, either express or implied regarding the procedures, terms, conditions or duration of employment is created by this Job Description.

At WCG neither the employee nor the organization is committed to an employment relationship for a fixed period of time. **Employment with WCG is at-will. Either the employee or management has the right to terminate the employment relationship at any time, for any reason. The language used in this handbook and any verbal statements by management are not intended to constitute a contract of employment, either express or implied, nor is there a guarantee of employment for any specific duration. The at-will nature of your employment is not affected by any of the guidelines of this job description and cannot be modified by any oral promise from any supervisor or by any other writing, unless duly executed by the employee and the Executive Director.** Except for the at-will nature of the employment, the organization reserves the right to suspend, terminate, interpret, or change any or all of the guidelines mentioned, along with any other procedures, practices, benefits or other programs of WCG. These changes may occur at any time, with or without notice.