
**Friends of the National Arboretum
Job Opening:
Assistant Garden Coordinator**
PartTime Position
5 hours/ week



POSITION OVERVIEW

Friends of the National Arboretum (FONA) seeks an Assistant Garden Coordinator who will work closely with the Garden Managers in supporting the maintenance of the one-acre Washington Youth Garden and coordination of drop-in volunteer hours in the garden on Saturdays during the growing season.

ABOUT US

Friends of the National Arboretum (FONA) is a nonprofit membership organization working to preserve and enhance the U.S. National Arboretum (USNA) in Washington D.C. and bring this remarkable resource to life as an important part of the city and region.

FONA programs include the Washington Youth Garden, School Garden Support, Green Ambassadors, and Recreation and Community Events. Founded in 1971, the Washington Youth Garden has provided a space for over 50 years for youth and families to grow food together and experience unique environmental science and nutrition education programming. The mission of FONA's education programs is to nurture curious minds and healthy bodies by connecting youth and adults to food, the land, and each other.

ABOUT YOU

You are comfortable working outside and have some gardening knowledge, and like to help connect other people to the natural world. You are someone who loves engaging with people, and building relationships with adults and young people. You know communication is key to building relationships. You love thinking through the best way to craft an experience for participants of all ages, and working independently and with your peers to facilitate volunteer workdays.. You have good organizational skills, and are willing to take initiative to ensure all volunteer workdays run smoothly.

Expected certificates and licenses:

- Driver's License
- First Aid (can attain through professional development after hire)

Prior to employment, FONA will conduct a background check, including criminal and sexual offender checks and education and employment verification.

REPORTS TO: Garden Manager

PRIMARY RESPONSIBILITIES

The Assistant Garden Coordinator's main responsibility will be Saturday maintenance of the garden (planting, weeding, pruning, etc.) and facilitation of volunteer sessions. Basic gardening knowledge and experience is preferred. Applicants should be comfortable

lifting 40 pounds, working outside in all weather, and able to work in a kneeling or crouching position for extended periods of time. Good communication and comfort engaging with visitors in the garden is a plus. While there is a lot of seasonal variability in this work, averaged over the course of the growing season, we expect the Assistant Garden Coordinator to spend the approximate percentage of time on different functions:

Garden Maintenance (50%)

- assisting the Garden Manager in organizing the structure of the day;
- assisting in set-up and clean-up;
- working alongside the Garden Manager to complete Demonstration Garden maintenance;

Volunteer Workday Facilitation (50%)

- assist in facilitating volunteer workdays and supporting volunteers in garden activities;
- ensure volunteers sign in and log hours worked;
- assist in various Saturday programming;
- welcome and answer questions of US National Arboretum visitors walking through the Demonstration Garden

WORK SCHEDULE & COMPENSATION

Work schedule is Saturdays, 9 am- 2 pm (some flexibility). Expected hourly rate range is \$17-20. Salary is subject to FICA and income taxes. Benefits package includes pro-rated paid federal holidays and accrued paid time off. This position runs from April - November.

HOW TO APPLY

Send resume to jobs@fona.org. Write "Assistant Garden Coordinator" in the subject line. Applications will be reviewed on a rolling basis after February 8 2024, and will not be accepted after March 1st, 2024. Target start date will be between March 16th and April 6th

All applicants will be required to complete a background check during the interview review process.

Friends of the National Arboretum is an equal opportunity employer. We believe participation across a broad-spectrum of human experiences and backgrounds is necessary. We value different skills, identities, education levels, and generations on our team, and are committed to creating a just and inclusive environment for all.