



# Garden Coordinator Position Family Student Housing

*Please review the job description and eligibility requirements before applying.*

**Position:** Supporting Storke and/or West Campus Gardens

**Salary:** \$14/ hour (12-16 hours per week)

## **Job Description**

### **Resident / Gardener Communication**

- Provide excellent customer service for residents.
- Coordinate with R&CL staff to track and update status of existing plots.
- Correspond with residents about any concerns, issues, etc. related to the community gardens.
- Provide garden-related updates via newsletter, email and/or Facebook to residents.

### **Inventory and Tracking**

- Ensure all tools and equipment are placed back in designated areas and that tools are safe to use
- Mark plots with signs and landscape paint
- Acquire free materials for residents to use in garden building and upkeep
- Organize and maintain an area where materials are stored
- Organize and upkeep shed and tools
- Update and create new and better signage, including garden maps

### **Garden Safety and Upkeep**

- Monitor equipment and resident activity to ensure safety and adherence to housing policies.
- Document incidents and respond to emergencies.
- Submit "Get It Fixed" irrigation or pest control work requests when necessary/appropriate.
- Inspect and ensure safe structures and areas throughout the gardens.
- As needed, replace broken hoses, nozzles and connections when leaking
- Upkeep may include watering, weeding or trimming out dead leaves and/or brush.
- Empty trash, recycle, and green waste bins and empty into the large dumpsters.
- Maintain mulching in the gardens, walkways community seating areas, and control weed growth.

### **Garden Programming and Collaboration**

- Organize and facilitate a minimum of one garden related event per academic quarter.
- Collaborate and correspond with partners: ECP, AS DPW, horse stables, county mulch etc.
- Connect with the grounds department for green waste clearance at Storke.
- Coordinate and work with partners to maintain compost area and provide compost to gardeners
- As needed, contact delivery for mulch or manure in coordination with housing staff and partners

### **Eligibility**

- Current full-time UCSB student and in good standing with the University and Housing, if applicable
- Successful completion of a background check and fingerprint scan

**Application:** *Priority consideration will be for applications received by Sunday, September 19th at 11:59pm, and the position posting will remain open until filled.*

**Contact:** Noreen Balos, Assistant Complex Coordinator, [noreen.balos@ucsb.edu](mailto:noreen.balos@ucsb.edu), 805-893-8234