



## Garden Coordinator Position Family Student Housing

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

### Positions:

Supporting Storke and West Campus Gardens

### Salary

\$12/hour (5-10 hours per week)

### Job Description

- ✓ Provide excellent customer service for residents.
- ✓ Monitor equipment and resident activity to ensure safety and adherence to housing policies.
- ✓ Document incidents and respond to emergencies.
- ✓ 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.
- ✓ Organize and facilitate a minimum of one garden related event per academic quarter.
- ✓ Collaborate and correspond with the Tenants Association, residents, and staff.
- ✓ Submit TMA work requests when necessary/appropriate.
- ✓ Approve time card in Kronos after each pay period by appropriate payroll deadline.

### Eligibility

- Current full-time UCSB student
- Good standing with the University and Housing (if applicable)
- Successful completion of a background check and fingerprint scan

### Applying

- Application Window: Open until filled
- Interviews: On-going
- Application: <https://tinyurl.com/2020FSHGardenCoordinatorApp>

### Contact

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