

## Gardens Coordinator

The Riverwood Conservancy (TRC) is a volunteer-based charity at Riverwood - a 150-acre, urban nature preserve situated on the shores of the Credit River in Mississauga. TRC provides programs to the community in nature and environmental education, conservation, and gardening. Reporting to the Director of Programs, the seasonal Gardens Coordinator position supervises volunteer efforts to effectively support the many gardens at Riverwood, creates maintenance plans for gardens and supports a variety of programs on site to foster a sense of environmental sustainability and creates and delivers programs to the public in gardening and horticulture.

### Position Responsibilities:

- Oversee all garden maintenance, including:
  - Maintaining a variety of perennial beds (watering, weeding, mulching, fertilizing, deadheading, planting, transplanting, etc.)
  - Coordinate garden leaders and garden volunteer groups, ensuring all work is in keeping with the strategic goals of TRC.
  - Work with and educate a diverse community of volunteers of different ages and abilities in horticulture volunteering.
  - Attend the monthly TRC Gardens Committee meetings
  - Supervise short-term summer gardening staff and provide site work plans for the summer program, which engages youth in gardening activities.
  - Manage the gardening budget, including working with the Gardens Committee to make purchases as needed – work with Director of Programs to make and receive plant orders, and any others orders (wood chips, soil, mulch) that support all programming at Riverwood.
  - Keep the grounds clean and organized, including the nursery, greenhouse, and storage areas, and keep a general inventory of tools and materials.
- Support the bird-feeding program at Riverwood, including weekly preparatory work, and cleaning of the bird-feeders.
- Assist staff in conservation, horticulture therapy, and special events as needed.

### Skills and Qualifications:

- Degree or diploma in horticulture, landscape architecture, or related field.
- Experience with care and maintenance of varying types of gardens.
- Experience working with volunteers of diverse backgrounds.
- Excellent communication skills and comfortability with leadership.
- High energy, charismatic, strong social skills.
- Practical knowledge of garden design and flora.
- Collaborative and works well in a team setting.
- Flexible, adaptive, and excited to learn.
- Excellent organizational skills.
- First Aid and CPR level C is a requirement for the position.
- Driver's license and mode of transportation is an asset.



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#### **Working Environment and Sensory Demands:**

- Outdoor Environment: The position requires the ability to safely lead participants in many areas of the Riverwood park, including some uneven and hilly terrain, and under a variety of weather conditions.
- Indoor Environment: Typical office and office equipment, shared work space and artificial lighting.
- Lengthy periods of standing/walking/gardening (3 hours or more) during program activities.
- Ability to lift up to 40 lbs (18kg).
- Proficiency with operation of various equipment, including computers and office devices (photocopier, telephone, etc.).
- Proficiency with typical software – Excel, Powerpoint, Outlook, Sharepoint, and similar.

#### **Why apply to this position?**

- You're interested in and motivated toward making a difference in your community.
- You're looking for an opportunity to flex your creativity and gardening skills.
- You're passionate about gardening and nature, and you appreciate constant learning.
- Working outdoors in a natural setting is exciting for you.
- Having a high level of ownership over your work is appreciated.
- You enjoy a collaborative working environment.
- You appreciate a role that is adaptive and flexible.
- Working with passionate volunteers motivates you.
- You're looking to work with a small team that is positive, supportive, and collaborative.

Start date is expected to be March 30<sup>th</sup> 2026, with an end date of November 27<sup>th</sup>. This position is full-time at 37.5 hours per week during that time. Payment is \$25.00 per hour. Office hours are 8:30am to 4:00pm. Occasional after-hours and weekend work should be expected. Interested candidates are required to submit a resume and cover letter by email (in PDF format only) by **February 15<sup>th</sup>** to Brian Packham at [Info@TheRiverwoodConservancy.org](mailto:Info@TheRiverwoodConservancy.org).