

Summer Program Lead - Gardens

The Riverwood Conservancy (TRC) is a volunteer- and member-based charity in Mississauga that provides programs to the community in nature and environmental education, natural areas stewardship / conservation and gardening.

In this full-time, experience-rich, career-path summer position, the Summer Program Lead – Gardens, under the supervision of the Gardens Coordinator, coordinates, schedules, and leads summer youth volunteers with all daily garden activities to keep the gardens at Riverwood looking beautiful, and provide opportunities for students to fulfill their 40-hour community service requirements.

Position Responsibilities:

- Organize, schedule, track hours, supervise, and lead summer youth volunteers in daily gardening activities;
- Assist in maintaining TRC gardens and greenhouse;
- Install annual flower beds and apply best management practices to maintain the gardens, including watering, weeding, mulching, fertilizing, dead-heading, planting, and transplanting perennials;
- Support volunteer gardeners of different ages and abilities;
- Support the Conservation program to plant trees and perennials, and maintain as needed;
- Support other summer staff to maintain turtles in teaching aquarium;
- Support public education programs and special events, as needed;
- Arrive prepared and on time for work.

Skills and Qualifications:

- Interest and some experience in gardening, horticulture, landscape design, nursery and garden centre operations, or related studies;
- Some hands-on gardening experience and ability to identify plants is an asset;
- Demonstrated leadership skills, and ability to adapt to changing work plans;
- Sense of humour and excellent communication, organization, and multi-tasking skills;
- Ability to work safely as a team and independently with minimal supervision;
- Ability to work with and lead volunteers of diverse backgrounds;
- Appreciation of the environment, gardening, and out-of-doors work;
- Basic computer skills and attention to detail;
- A valid vulnerable sector check is required, or the ability to acquire one;
- Training in emergency first aid and CPR is an asset, or training will be provided;
- A valid "G" driver's license is an asset.

Working Environment and physical/sensory demands:

- Outdoor environment: The position requires the ability to safely lead participants over uneven and hilly terrain, and under a variety of weather conditions;
- Indoor environment: Typical office and office equipment, shared space and artificial lighting;
- Lengthy periods of standing/walking during events and program activities;
- Ability to lift up to 35 lbs (16kg);
- Proficiency with operation of various equipment, including computers and office devices (e.g., photocopier, telephone, etc.)

Deliverable upon completion of contract:

- A professional written report summarizing your experience, accomplishments, and program statistics with recommendations for future management of the site and program.

Start date is expected to be Monday, June 29th, 2026, with an end date of August 21st, 2026. This position is full-time at 37.5 hours per week, and the hourly wage is \$18.60 per hour. Workdays are 8:30am to 4:00pm. Some after-hours work may be required.

Interested candidates are required to submit a resume and cover letter by email (in PDF format only) by April 8th, 2026, to Brian Packham at Info@TheRiverwoodConservancy.org.

Availability of position will be dependent on funding. The Riverwood Conservancy thanks everyone for applying but resources allow us to reply only to those candidates who are selected for an interview.

Because this position would be supported by a Canada Summer Jobs Grant, applicants must:

- Be between 18 and 30 years of age
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada.