Part-Time Garden Manager Position
St. Francis Episcopal Church--The Garden at St. Francis
1692 Bellmore Avenue
North Bellmore, NY 11710

The Garden at St. Francis is a ministry of St. Francis Episcopal Church and a community outreach program in North Bellmore, NY. The Garden was established in 2011 and has been an exciting and rewarding journey as we have been able to grow and expand our knowledge and our need in the community. The most important and vital part of the work that we do at The Garden at St. Francis is to ensure that those in need are fully served with the addition of healthy, fresh food, and to raise awareness to the very real issues of hunger right here in our midst. The Garden at St. Francis is a special place of peace and respect for the environment. Through organic gardening, we heal the soil and nurture the earth. In return, we are rewarded with an abundance of pure and nutrient rich, food. The Garden at St. Francis freely shares the blessings of our knowledge and abundance by donating the majority of its produce to local feeding ministries. There is also a Garden at St. Francis Farm Stand each Sunday throughout the season from June through October which has become an important part of community life here in the Bellmores and beyond. The Garden has also provided educational programs for various community groups and has partnered with schools, churches, and other organizations to start their own gardens.

The Garden Manager is responsible for the oversight of all aspects of the Garden at St. Francis gardens and is the person who does the majority of the actual physical labor associated with cultivating the garden. The Garden Manager is supervised by the Priest-in-Charge and works closely with Vestry for support in garden related programming and volunteer recruiting.

YEARLY RESPONSIBILITIES
The Garden Manager is responsible for:
1. Creating a strategic plan and calendar for the garden for each season.
2. Creating and implementing a crop rotation plan among the garden beds.
3. Coordinating the planting, harvesting, processing, and distribution of garden produce.
4. Overseeing the purchase, care, and proper use of all garden equipment.
5. Ordering seeds and seedlings (primarily organic) for the upcoming growing season.
6. Creating and implementing a plan to track garden activities and outcomes.
7. Creating and overseeing the garden budget, reporting all billing and expenses to the Parish Treasurer and the Priest-in-Charge.
8. Keeping the parish and community informed about the Garden through photos, social media, Garden web page, church bulletin, and church newsletter.
9. Contributing to the long-range planning for the garden and produce distribution.
10. Attending to and supervising the general maintenance of the Garden—weeding, watering, composting, mulching, etc.
11. Supervising, mentoring, and directing Garden volunteers.
12. Selecting an unpaid experienced assistant/intern to help in implementing Garden duties.
13. Overseeing and coordinating the Sunday Farm Stand during the season.
14. Coordinating programs with established educational groups and creating new ones when
possible.
15. Meeting and planning with established vendors (beekeeper, vermiculture supervisor, irrigation system contractor, etc.).
16. St. Francis Church is an open and affirming congregation and the applicant should respect the beliefs of the Episcopal Church.

REQUIREMENTS
1. Prior gardening/farming and possible teaching/mentoring experience
2. Bilingual (English/Spanish) is requested, but not necessary.
3. Attendance at the Diocesan Safe Church program is required of all church employees. (one-time attendance covers 5 years and is renewable.)

SCHEDULE AND BENEFITS
This is a part time, hourly position and does not include housing or benefits. Hours are determined between the employee and the Priest-in-Charge and may be adjusted to meet the needs of the planting and growing season. The majority of work will be on weekdays, and, in season (late June through mid-October), there is harvesting on Saturdays and the Farm Stand on Sundays. There are experienced volunteers in place to assist during the season. The compensation for this position is $25,000 per year.

APPLICATION PROCESS
Send resume and cover letter to:
Ann McPartlin, Warden of the Vestry
St. Francis Episcopal Church/The Garden at St. Francis
1692 Bellmore Avenue
North Bellmore, NY 11710
Or e-mail Ann McPartlin at zippah1945@gmail.com

St. Francis Episcopal Church is committed to a comprehensive policy of equal opportunities in employment in which individuals are selected on the basis of their relevant merits and abilities without regard to race, religion or belief, color, sex, age, national origin, disability or sexual orientation.