

## **CRMS Garden Manager Job Description (revised 10/15)**

**Position Summary:** Direct, control, organize, supervise and maintain the CRMS Garden Program. The CRMS Garden Program is production and education oriented in a manner intended to demonstrate the values associated with physical work, the science of agriculture, Western water resources, healthy diet, and the economic productivity.

**Supervisory Relationships:** Position reports directly to the Director of Finance and supervises garden staff during the growing season. Position coordinates with Directors of Active Curriculum and Finance to administer the student work program.

### **Minimum Requirements to be considered for this position:**

- Three years of gardening, organic agriculture, horticulture, and ranching in an institutional setting including two years of supervisory and budget management experience.
- Four year college degree (BS or BA) need not be in related field.
- Must possess basic computer skills including Microsoft Office (i.e. Word, Excel).
- Any combination of experience and education that would likely provide the required abilities, knowledge and skills as determined by CRMS may be substituted for the requirements above.
- **Employment conditional on satisfactory completion of a criminal background check. May require a drug test.**
- **Must possess a Colorado Driver's License and be able to drive trucks and passenger vans. Driving records must satisfactorily meet CRMS insurance standards.**

**FLSA Status:** This position performs supervisory and administrative duties at least 20% of the time for a portion of the year and professional educational duties for the remainder and is EXEMPT from the overtime requirements under the Fair Labor Standards Act.

### **PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently walk, stand, or crouch for extended periods on narrow, slippery, and erratically moving surfaces; stoop, kneel, bend to pick up or move objects, plant material, and soil; physical ability to lift and carry objects weighing up to 50 pounds; physical ability to lift and carry objects weighing up to 150 pounds with assistance; sufficient manual dexterity and eye-hand coordination to use a variety of agricultural tools, machinery and equipment; corrected hearing and vision to normal range; verbal communication.

### **Typical work hours and schedule (subject to change):**

First Academic Quarter (Sept/Oct). 40+ hours/week to include four afternoons per week working and supervising CRMS students. Co-lead Fall Trip outdoor education.

Second Academic Quarter (Nov/Dec). 20-30 hours/week planning and prep for spring plant sale and the next growing season. No scheduled on-campus job responsibilities. Academic classroom and/or residential life (i.e. dorm duty) opportunities may be available.

Third Academic Quarter (Jan/Feb/Mar). 40 hours/week on average planting "starts" for spring plant sale and prep for growing season to include two afternoons per week working and supervising CRMS students. Co-lead Interim Week.

Fourth Academic Quarter (March to mid-June). 40+ hours per week planting the Garden and hosting the CRMS Plant Sale to include four afternoons per week working and supervising CRMS students.

Summer growing season (June-August). 40 hours per week to include supervision of garden staff and work with CRMS summer program students.

*Position is may be expected to work additional or alternative hours as approved in advance by the Director of Finance (e.g. special events, on-call driving, "all-on-duty" periods, dorm duty, academic class sections).*

### **PRIMARY JOB RESPONSIBILITIES:**

- Plan for and supervise student work crews—maintain student attendance and write progress reports

- Coordinate with the Director of the Active Curriculum as to work crew needs and scheduling
- Plan, in coordination with the Director of Finance and the Director of Physical Plant, garden and horticultural projects on campus. Implementation of projects to be determined on a case-by-case basis.
- Plan for planting, maintenance, harvest and storage of the CRMS garden program and produce
- Oversee and plan the garden budget in cooperation with the CRMS Business Office
- Order all supplies for garden and plant sale
- Maintain garden buildings and equipment with support from CRMS Maintenance staff as necessary
- Maintain and beautify garden and periphery interface with the campus
- Maintain (i.e. weed) flower beds and landscaped areas of the campus
- Plan and implement the annual CRMS plant sale and other agricultural/horticultural fundraising activities (as approved by the Director of Finance) to achieve annual income goals
- Coordinate with the Director of Food Service to meet produce needs for CRMS programs and to implement best practices to ensure produce meets health standards for use in the CRMS Kitchen
- Maintain knowledge and seek professional development opportunities, as approved by the Director of Finance, appropriate to meet job responsibilities
- Recruit, hire, train and oversee the Garden Assistant and Garden Interns maintaining compliance with CRMS policies including, but not limited to, the Faculty/Staff Handbook and Meals and Lodging Agreement as applicable
- Coordinate with the CRMS Director of Communications on marketing, public relations, and press opportunities.
- Coordinate with the Development Department to fundraise and write grants for the Garden as needed
- Attend faculty meetings as requested by the Director of the Active Curriculum
- Participate in Fall Trip and Interim Session
- Assist with planning and implementation of the fall all-school work day
- Coordinate the formal Harvest Dinner with Directors of Food Service and Active Curriculum to include a presentation to the school community
- Participate as a member of one or more staff committees (e.g. Campus B&G committee, Active Program Committee) as requested or approved by the Director of Finance
- Seek opportunities for community outreach and education (e.g. local school group tours, host higher ed. workshops)
- Collaboratively integrate the Garden with other CRMS programs (e.g. class visits/presentations)

**NOTE:** Nothing in this job description restricts the ability of CRMS to assign, reassign, or eliminate duties and responsibilities of this job either orally or in writing. Tasks and responsibilities may be changed at any time due to reasons deemed appropriate by CRMS.

#### **TYPICAL WORKING CONDITIONS**

Work is performed both in office and outdoor environments; some exposure to controlled and hazardous substances and chemicals; continuous contact with staff, students and the public.