



**Job Posting:  
Revelstoke Visual Arts Centre Community  
Garden Coordinator**

The Revelstoke Local Food Initiative Society (LFI) is seeking qualified applicants to coordinate the RVAC Community Garden Project in Revelstoke, B.C.

This contract will run from March 27, 2017 - October 15, 2017.

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Duties include:

- Manage membership, a weekly maintenance program, donations to the food bank, social events and work parties.
- Oversee the installation of infrastructure required in the garden (list will be provided).
- Provide orientation for garden members.
- Ensure the maintenance of a tidy, productive garden including compost system.
- Coordinate the Weeder-of-the-Week Program (or like-program), engaging members to learn about and perform weekly garden maintenance and harvest.
- Coordinate the harvesting and delivery of garden produce for the Revelstoke Food Bank.
- Coordinate community-building exercises such as pot-luck parties or socials for garden members throughout the season to promote community.
- Maintain garden supplies/materials in a manner that is compatible with the Revelstoke Visual Arts Society.
- Work together with the other Local Food Initiatives contractors (where applicable) to link up other programming efforts for garden members and the community at large.
- Coordinate the collection of garden yield data and activity information.
- Conduct all administrative tasks associated with the project, including careful management of project budget.
- Document the program through photographs and digital documents on the LFI file-sharing platforms.
- Provide monthly updates to the LFI Coordinator on program activities.
- Prepare a report on garden activities by October 15, 2017.

This position will report to the Local Food Initiative Coordinator and will be rewarded \$3000 (120 hours at \$25/hour).

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Desired skills and attributes for this position:

- Ability to engage volunteers and members of the public
- Experience and knowledge of sustainable living practices; an understanding of Food Security and the value of locally produced food
- Strong interpersonal and leadership skills
- Strong written and verbal communication skills
- Highly organized, ability to prioritize, work efficiently, and manage budgets
- Previous gardening experience
- Proficient use of email, word processing, and Microsoft Excel

***This position is open to LFI members only.***

***Please visit [www.revelstokelocalfood.com](http://www.revelstokelocalfood.com) to become a member.***

Please provide a cover letter and resume stating your contact information, which position(s) you are applying for and relevant experience in relation to the project(s) of interest. Please submit your letter no later than **March 21, 2017**.

**Email your letter to: [info@revelstokelocalfood.com](mailto:info@revelstokelocalfood.com)** with the subject heading “contract application.” Requests for further information can also be sent to this email address.