



## Plant Sale Coordinator Job Description

Updated 12/14/2017

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### Plant Sale Coordinator

#### JOB SUMMARY

The Plant Sale Coordinator will work 20 hours each week to manage Wylde Center's plant sale. The Plant Sale Coordinator will oversee daily operations including, but not limited to, sowing out seeds, transplanting, watering, setting up and maintaining the ongoing plant sale, keeping records, and working with volunteers. Plant Sale Coordinator will also be responsible for coordinating plants and layout for the annual plant sale festival. Hours are flexible and includes weekend hours.

#### KEY RESPONSIBILITIES

- Sowing out and potting up seedlings for plant sale, for school plantings, and for Wylde Center gardens
- Watering plants in the greenhouse, cold frames, and plant sale area
- Ensuring that plants are ready for sale on a timely and seasonal basis (spring, summer, fall, plant sale festival)
- Ensure that the greenhouse and immediate growing area are maintained and monitored for safety conditions
- Schedule and lead work days with volunteers
- Attend to pest control as needed and agreed upon with Greenspace Director
- Meet regularly with the Wylde Center Greenspace Director and Executive Director and attend horticulture team meetings
- Represent Wylde Center at meetings, conferences, community events and tabling events, when applicable
- Track the sowing calendar and monitor sale of plants
- Track all hours and materials costs through an established spreadsheet and invoicing system
- Keep records of interactions, meetings and volunteer events including spreadsheets and photographs
- Fulfill all duties related to being a member of Wylde Center staff which includes attending staff meetings and participating in Wylde Center hosted community events

#### QUALIFICATIONS

##### Minimum Qualifications

- Knowledge of gardening and agriculture
- Knowledge of plant propagation
- Knowledge of pest management



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- Experience with community outreach
- Enjoy working with volunteers of all ages
- Takes initiative in establishing and pursuing community connections
- Demonstrates honesty, integrity, and professionalism at all times
- Able to prioritize multiple tasks and meet deadlines
- Experience in developing, assessing, and managing projects from start to finish and proactively achieve project timelines
- Punctual and self-directed; able to work independently and with a team
- All applicants must pass a background check

### Preferred Qualifications

- Knowledge of Google Drive

### ENVIRONMENTAL JOB REQUIREMENTS

#### Environment:

- Able to work outside in extreme temperatures and weather conditions
- Ability to lift up to 50 pounds

Travel: N/A

### OTHER JOB INFORMATION

**Schedule:** 20 hours per week including weekend work. Flexible schedule.

**Office Location:** 435 Oakview Road, Decatur GA 30030

**Work Location:** 435 Oakview Road, Decatur, GA 30030

**Contact:** Josh Daniel, Greenspace Director, [josh@wyldecenter.org](mailto:josh@wyldecenter.org)

**Post Date:** December 14, 2017

**Application Information:** If you are interested in applying for this position, please submit your resume, 3 reference contacts, and a cover letter to Josh Daniel at [josh@wyldecenter.org](mailto:josh@wyldecenter.org). Please put PLANT SALE COORDINATOR in the subject line. **Resumes will be accepted for review through January 12, 2018 or until a candidate is found.**

**Start Date:** January 15, 2018



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### **WHO WE ARE**

The mission of Wylde Center is to educate, cultivate greenspaces and build community in the areas we serve.

Wylde Center accomplishes this through educational programs, events and greenspaces that actively engage youth, families and individuals in their environment, health and community, and that develop skills in environmental science, sustainable urban living, organic gardening, health, and nutrition.

Wylde Center was founded in 1997 out of a need to provide opportunities to experience nature in an urban environment. As a result of the community's involvement and commitment, the organization has evolved into a large and active nonprofit organization operating five greenspaces (Oakhurst Garden, Sugar Creek Garden, Hawk Hollow, Edgewood Community Learning Garden, and the Mulberry Fields Garden) in four different Decatur and Atlanta neighborhoods, open year round for the community, for events and for Wylde Center's educational programs.

Additionally, Wylde Center provides one of the largest youth environmental and science education programs in metro-Atlanta, including the Decatur Farm to School program, Atlanta Farm to School, Healthy Living by Healthy Growing at the Decatur Housing Authority, and science program and field trips linked to Common Core standards.