

## **Mulberry Fields Site Coordinator**

### **JOB SUMMARY**

The Mulberry Fields Site Coordinator will work 5 hours each week to manage the Wylde Center's community garden located in the Candler Park neighborhood. The Site Coordinator will oversee weekly operations including, but not limited to, site maintenance, work planning, planting, and management of the community raised bed rental plots. The Mulberry Fields Site Coordinator will work to foster relationships with the Friends of Mulberry Fields advocacy group, the greater Candler Park community and Mulberry Fields plot holders. The Site Coordinator will also participate in regularly scheduled volunteer workdays and lead larger volunteer events with participants from organizations engaging in support for the Wylde Center.

### **KEY RESPONSIBILITIES**

- Perform and coordinate regular garden maintenance and work with the plot-holder committee and the mowing team to manage the site (planting, weeding, repairs, etc.)
- Ensure that Mulberry Fields is prepared for all scheduled events (private rentals, field trips, etc.)
- Monitor the safety conditions of the site, including the children's play area
- Coordinate all deliveries to Mulberry Fields
- Schedule and lead work days with volunteers
- Attend to pest control, such as mosquito treatment and fire ant control with types of treatments agreed upon with Greenspace Director
- Manage the raised beds by ensuring that plots are leased, maintained and that plot holders fulfill their requirement of volunteer hours for Mulberry Fields
- Meet regularly with the Wylde Center Greenspace Director and attend horticulture team meetings
- Represent Wylde Center at meetings specifically attending quarterly the Candler Park neighborhood association meetings. Coordinator may also attend conferences and tabling events, when applicable
- 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, leading workdays, and participating in Wylde Center hosted community events



## Mulberry Fields Site Coordinator Job Description

*Updated 11/29/17*

---

### QUALIFICATIONS

#### Minimum Qualifications

- Knowledge of gardening and agriculture
- Knowledge of farming and gardening equipment including, but not limited to tillers, hoes, shovels, pitchforks and trowels
- Knowledge of pest and soil management
- 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 75 pounds

**Travel:** Mulberry Fields Site Coordinator will need to have access to reliable transportation to travel between Mulberry Fields and the Wylde Center office.

### OTHER JOB INFORMATION

**Schedule:** 5 hours per week including occasional weekend and evening work

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

**Work Location:** 1301 Iverson Street NE, Atlanta GA 30307

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

**Post Date:** December 14, 2017



## Mulberry Fields Site Coordinator Job Description

*Updated 11/29/17*

---

**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 MULBERRY FIELDS SITE 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

### **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.