

Oregon Food Bank Garden Education Program
Team Leader Position Description



Job Title: Greenhouse Propagation Lead Volunteer
OFB Staff Contact: Lisa Waugh, Learning Gardens Program Coordinator
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Position Summary:

The Greenhouse Propagation Lead Volunteer will work closely with the Learning Garden staff to ensure positive and supportive volunteer experiences for Learning Garden volunteers working in OFB's greenhouse. In our 20x32 greenhouse, we grow over 13,000 starts annually for our gardens and for distributing to the community. The greenhouse provides an additional learning opportunity for volunteers while producing a much-needed source of healthy starts for those gardening on a budget. The Greenhouse Propagation Lead Volunteer will learn about daily projects and work with volunteers to ensure successful operations. The Lead Volunteer is not expected to be an expert in plant propagation; instruction will be provided. Working regularly on the project, the Lead Volunteer will have the opportunity to build leadership skills by providing instruction and assistance to volunteers.

Time Commitment:

The Lead Volunteer will complete 92 hours, with the possibility for additional hours if desired:

- March: Thursdays, 8:30 am – 12:30 pm. (4 hours/week for 5 weeks, 20 hours total)
- April & May: Two shifts a week: Tuesdays, Thursdays and/or Saturdays, 8:30 am – 12:30 pm (8 hours/week for 9 weeks, 72 hours total)

Weekly time commitment and schedule will be discussed with each applicant to meet the needs of the Lead Volunteer and Oregon Food Bank. Other shift times may be options as well.

Location:

- Oregon Food Bank's Eastside Learning Garden, 7900 NE 33rd Drive, Portland 97211

Responsibilities & Learning Opportunities:

- Gain leadership experience through guiding volunteers in a variety of seeding, transplanting, thinning, watering, and labeling projects in the greenhouse.
- Learn how to utilize greenhouse planting plans.
- Learn best practices for recordkeeping procedures by assisting with planting logs.
- Develop volunteer management skills by teaching, assisting, and redirecting volunteers as needed to ensure successful projects
- Assist community members in choosing starts, share info about varieties and how to plant so that new gardeners will be successful.
- Develop handouts with planting info to accompany start distribution
- Keep greenhouse organized, inventory starts and supplies as needed.
- Learn about behind the scenes operations by assisting with shift set up and clean up
- Monitor and model garden and warehouse safety and report any problems to garden coordinator immediately
- Special projects and other duties as assigned.

Skills and Experience of the Ideal Candidate:

- A strong interest in sustainable agriculture and community food security
- Ability to work in an outdoor garden setting, lift up to 50 pounds, dig, bend, and use hand tools.
- Must enjoy working with children and adults
- Ability to keep accurate records, stay organized, and pay attention to detail
- Ability to understand multi-step tasks and articulate project steps to volunteers
- Self-motivated with the ability to work independently and reliably without supervision
- Strong verbal communication and interpersonal skills

- Basic computer skills
- Ability to engage in a positive, professional manner with diverse populations
- Prior experience in farming or gardening preferred
- Prior experience working with people from a variety of economic, cultural, and social backgrounds preferred.

Benefits:

- Learning Garden volunteers are welcome to share in the harvest.
- Opportunity to develop skills and experience in volunteer management.
- Learn and practice sustainable gardening/farming practices in the Pacific Northwest, particularly in growing successful starts.
- Develop skills in an experiential education service learning setting.
- Work with a dedicated group of volunteers and staff in a community environment
- Potential to receive college credit for internship (check with your school)
- Trimet fare assistance is available for qualifying income levels

How to Apply:

Complete a [volunteer profile](#) in OFB's volunteer site

Submit a [Greenhouse Team Lead Application](#).

Applications will be reviewed as they are received. No applications accepted after February 1st.