

# DAWSON CITY, YUKON

## COMMUNITY GARDEN COORDINATOR

### Part-time, Term Position

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The City of Dawson is seeking applications for a part-time, term, Community Garden Coordinator position, which would commence in April and conclude in September 2022. Reporting to the Parks & Recreation Manager, the Community Garden Coordinator is responsible for the overall operations of the community garden, including plot distribution, general care of the garden, providing onsite direction to participants as needed, coordinating and hosting workshops and events. The Community Garden Coordinator is also responsible for coordinating funding opportunities for projects and operations.

**If this position interests you, please submit your resume and cover letter clearly demonstrating the qualifications outlined below, as selection for further consideration will be based solely on the information you provide.**

#### **Knowledge & Skills:**

- Extensive gardening experience
- Event and workshop planning
- Good knowledge of funding agencies and associated requirements
- Understanding of budget process and accounting proficiency
- Excellent communication skills both oral and written, including the ability to prepare proposal writing and reports
- Excellent organizational and time management skills
- Ability to provide strong leadership and motivate people
- Ability to deal tactfully and respectfully with all staff and the public
- Ability to work with minimal supervision
- Ability to work effectively as part of a team
- Ability to work flexible hours
- Standard First Aid Certificate

A job description is available upon request.

#### **Closing Date:**

A current resume and cover letter must be received by **5:00 pm on Tuesday, February 8, 2022**. Applications to this position may be submitted by mail or emailed to:

**Paul Robitaille, Parks and Recreation Manager,**  
PO Box 308  
Dawson City, Yukon Y0B 1G0  
[recmanager@cityofdawson.ca](mailto:recmanager@cityofdawson.ca)

#### **Salary & Benefits:**

This is a Union position, salary and benefits shall be in accordance with the Collective Agreement. The position is classified as level 2 with a salary range starting at **\$25.30 per hour** plus benefits.

**In accordance with the Collective Agreement, internal candidates will be given first consideration.  
We thank all applicants, but only those selected for further consideration will be contacted.**

**To learn more about our community and what we have to offer please visit our website at [www.cityofdawson.ca](http://www.cityofdawson.ca)**