



Community Garden Coordinator (Contract Position)

Organization: South Jubilee Neighbourhood Association (SJNA)

Location: Redfern Commons Community Garden

Hours: ~3–4 hours/week on average (seasonally variable)

Compensation: \$35/hour* (*grant funded)

Contract Duration: One year, with potential for renewal

Updated Dec 4, 2025.

About the Role

The South Jubilee Neighbourhood Association is seeking a Community Garden Coordinator to support stewardship, maintenance, volunteer engagement, and community programming at the Redfern Commons Community Garden. This role is ideal for someone who loves gardening, community-building, and flexible, seasonal outdoor work.

Hours fluctuate throughout the year, with more work required in spring and summer and reduced hours in winter.

Key Responsibilities

Year-Round

- Conduct weekly to bi-weekly garden check-ins
 - Weeding
 - Sweeping/raking/leaf-blowing pathways and hardscapes
 - Picking up litter
- Maintain volunteer contact list and respond to garden-related emails

- Keep accurate records of events, work parties, and volunteer activity
 - Attend bi-monthly SJNA meetings
 - Communicate regularly with the SJNA Board regarding Redfern Commons updates and needs
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Seasonal Responsibilities

Winter

- Prepare and submit grant reports (December 5)
- Prepare and submit Community Garden Coordinator Grant application (January 31)
- Plan annual programming (minimum: 2 workshops + 1 volunteer appreciation event)
- Assess tools and infrastructure; coordinate repairs as needed
- Submit requests for spring soil-building supplies and plant starts (including approx. 1 yard of woodchips)
- Perform winter pruning (Pacific crabapple, blueberries, and others as required)

Spring

- Lead monthly work parties starting in March
- Cut back perennials
- Spread woodchips and soil-building materials provided by the City
- Manage new grant funds (typically available in April)
- Maintain garden aesthetics: weed, remove excess leaves, replace or add plants as needed
- Inspect and adjust irrigation system

- Plant veggie starts from Get Growing Victoria (arriving mid-May)
- Maintain garden edges (weed-whacking and re-edging)

Summer

- Continue leading monthly work parties
- Distribute produce to volunteers and community members
- Water pergola green roof as needed
- Monitor and adjust irrigation
- Collaborate with SJNA tabling at ParkFest to grow volunteer participation
- Request and plant fall veggie starts through Get Growing
- Ongoing weeding and general garden upkeep

Fall

- Continue monthly work parties (typically through November)
- Request soil-building supplies (recommended: 2 yards leaf mulch)
- Spread mulch promptly upon delivery (within ~24 hours)
- Rake leaves and manage seasonal debris
- Continue weeding
- Shut down irrigation system and remove timer (city water generally off by late October; full shutdown by early November)

Qualifications

- Experience with community gardening, ecological gardening, or urban agriculture (preferred)
 - Strong communication and organizational skills
 - Comfortable working independently and outdoors in all seasons
 - Ability to engage and coordinate volunteers
 - Basic tool use and understanding of garden infrastructure
 - Grant-writing or reporting experience is an asset
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How to Apply

Please submit a brief cover letter outlining your interest and relevant experience, along with your résumé, to **engage@southjubilee.ca**. Applications will be reviewed on a rolling basis until the position is filled.