



Head Gardener

About the Head Gardener Position:

City Green is seeking an energetic, dynamic, and creative Head Gardener that will oversee the maintenance and further development of the City Green public properties, while elevating their standard of excellence, beauty, and function. The Head Gardener, with support from volunteers, is responsible for all aspects of horticulture and presentation of the gardens and property at the City Green Farm Eco-Center, as well as the Eastside Park City Green Learning Garden facility, including seasonal installations and displays. Additionally, the Head Gardener will provide guidance and advice for community based garden projects overseen by program staff. They will report to the Director of Agriculture, and work closely with the Executive Director in garden planning and or design. Responsibilities and property descriptions outlined below.

About City Green Properties:

- **The City Green Farm Eco-Center in Clifton:** The City Green Farm Eco-Center is a five-acre property located on Grove Street in Clifton, New Jersey. In 2005, with the additional support of Passaic County Open Space funding and New Jersey Green Acres funding, the city of Clifton permanently preserved this land, formerly known as Schultheis Farm, to remain as green, open space forever. City Green leased the property in 2011 and has since transformed it into a hub of agricultural and environmental education and recreation. Today, in addition to several acres of organic food production maintained by the farm team, the Farm Eco-Center boasts a Learning Farm, chickens, goats, beehives, and a greenhouse, , in addition to City Green's offices housed in the original farmhouse on the property. The property's gardens are planted almost entirely in species native to the region, in support of wildlife habitat and a healthy eco-system for the farm. City Green adheres to strict organic and regenerative farming and gardening practices. City Green uses the site to host field trips, job and volunteer opportunities, farm stands, family programs, educational programs, and a wide range of events. The Farm Eco-Center is the heart of City Green. It is a model in sustainable community agriculture and urban farming, and a vibrant, living example of land production in harmony with the ecosystem.
- **The City Green Learning Garden in Eastside Park, Paterson:** The City Green Learning Garden is located at Eastside Park in Paterson and serves over 1,000 children each year who attend field trips, summer garden camp, and the fall Harvest Festival, which attracts 500 visitors annually. It is also home to City Green's annual "Greenest Place in Paterson" Garden Contest, which recognizes local Paterson gardeners' efforts to beautify their city and produce local food. The one and a half-acre site includes native plantings, vegetable beds, and a fruit orchard comprised of 30 apple trees. The Learning Garden is proof that even the most urban places like Paterson can support beautiful open spaces for the community to enjoy. It has grown into a thriving natural space that has come to symbolize City Green's commitment to the Paterson community.

Head Gardener Responsibilities

General:

- Maintenance and further development of the trees, shrubs, and perennial gardens of the City Green Farm Eco-Center and Eastside Park Learning Garden
- Responsible for the implementation of institution-wide horticultural goals and objectives
- Cultivation of vegetables in the raised vegetable beds and fruits in the orchard
- Keeping equipment and tools in good order/repair ensuring that garden tools are clean and functional.
- Maintaining neat garden paths, including debris removal after border work
- Monitoring water quality and weed control in the small pond
- Any other duty reasonably required in relation to garden paths, ponds, machinery, and tools.
- Liaising with Director of Agriculture on functioning of garden machinery.
- Manual watering of pots, new plant installations, and existing gardens, including organization of weekend and holiday cover where necessary
- Develops scope of services, reviews contracts, selects and monitors outside contractors where necessary
- Works cooperatively with colleagues in other departments to develop, install and enhance changing exhibits on the grounds in support of educational programs, exhibits, and special events

Horticulture:

- Monitoring plant health in the gardens flagging problems and applying appropriate treatments
- Cultivating herbaceous borders to the expected standard
- Choosing, ordering, and planting of annuals, perennials, shrubs and trees as appropriate in coordination with the Executive Director
- Generate display labels for plant specimens in City Green collection
- Designing and installing seasonal displays
- Sourcing and ordering of plant supplies (fertilizer, pesticides, etc.) as required
- Cultivating potager and orchard, harvesting of vegetables and fruits.
- Maintaining/pruning trees, hedges, and shrubs
- Cultivating lawns; liaising with and supervising landscaping services for lawn care
- Controlling weeds in borders
- Controlling pests based in organic methods
- Garden irrigation
- Managing garden and leaf compost
- Managing leaves with support of landscape contractor
- Any other duty reasonably required in horticulture

Supervision of Volunteers:

City Green hosts corporate volunteer groups, and runs weekly volunteer sessions for individuals in support of the maintenance and upkeep of the gardens. The Head Gardener will:

- Oversee weekly volunteer day for individual garden volunteers in Clifton
- Oversee corporate volunteer days as scheduled
- Train and oversee volunteers in all horticultural duties
- Develop individual and group volunteer opportunities in collaboration with Executive

Director and Volunteer Coordinator.

- Create a positive work environment where employees, interns, and volunteers feel supported and valued.

Additional Responsibilities:

- Continued program development and improvement
- Proactively engage in professional development opportunities and current trends and research within the department's focus of work, such as attending conferences, trainings, and reading of current articles and publications.
- Ensuring goals and milestones of the department are met in a timely manner
- Supervise program staff and interns within the program where applicable
- Participate in "All Hands On Deck" activities, where all City Green staff cooperate on a large project, event, educational program or volunteer day
- Support initiatives and programs throughout the organization as needed and be prepared to support interdepartmental events and activities
- Be prepared to represent City Green in a variety of situations with partners, guests, funders, government officials, other stakeholders, and community members
- Adhere to City Green's policies
- Adhering to City Green's principles and practices around diversity, equity and inclusion
- Follow organizational policies and standards for safety and liability

Qualifications:

- A proven track record of high-quality horticultural work
- Ability to manage garden expense budgets
- Excellent management, supervisory, communication and leadership skills; ability to lead teams of diverse individuals to achieve small and large-scale projects.
- Demonstrated experience in project management
- Knowledge of New Jersey native plants and their horticultural requirements
- Computer literacy
- Must be able to lift carry and carry 30 pounds for 100 yards.
- Demonstrated experience implementing risk management and occupational health and safety policy and practices in a public park, garden and/or recreational environment.
- NJ State Drivers License