

First Nation of Na-Cho Nyak Dun

<u>Position Title:</u>	Garden Project Lead Assistant
<u>Department:</u>	Education and Training
<u>Supervisor:</u>	Garden Project Coordinator
<u>Date:</u>	July 2018
<u>Status:</u>	Regular Full-Time Term
<u>Classification:</u>	Level 3

Job Summary:

Reporting to the Garden Project Coordinator the Lead Assistant is responsible for assisting in the coordination of the operation of the FNNND Garden Project in development and implementation of the project ensuring compliance with all safety standards, labour law regulations and all other policies FNNND adhere to. The project deliverable is to produce organic garden vegetables by incorporating traditional methods through teaching and harvesting future food security for the community.

Main Duties:

- Transporting Garden Laborers to and from location;
- Work closely with the Garden Project Coordinator as a second lead in ensuring the project tasks are completed and providing guidance and upholding direction to Garden Laborers, as required;
- Ensure vegetable plants/ shrubs are planted in the garden and green house(s) and Saskatoon Berry Shrubs are trimmed, pruned and transplanted, as necessary;
- Ensure plants in growing areas are fertilized, watered, weeded, transplanted and/ or thinned;
- Ensure water pump/ station is operational and maintained, and seek other watering alternatives as applicable;
- Assist Garden Project Coordinator in working toward assisting in developing a compost and recycling program for FNNND (i.e. in designated areas within grounds collect organic waste for compost pile and devise structure/ destination plan for recyclable materials) as required;
- Ensure the inventory of gardening tools and equipment are maintained, stored and operated accordingly;
- May be required to participate and assist in garden project planning for 2019-20 (i.e. Work plan/ Tasks) providing input as it relates gardening, composting and recycling;
- Assist in coordinating the end of season community feast using harvested produce;
- Water the garden on alternate weekend shifts; and
- Other duties as required.

Impact / Accountability:

The decisions made by the position can impact the productivity and sustainability of the food security project. The incumbent is accountable for the overall execution of the project.

Decision Making:

Goals and objectives for the position are currently established by the Manager, Lands and Resources. The position is expected to manage the day-to-day operation of the Garden Project and associated programming in accordance with established policies, procedures for NND on gardening, composting and recycling guidelines.

Positions to Supervise:

None.

Working Conditions:

The position is located at the NND Lands Grounds and may involve coming to NND Government House. Critical deadlines may arise from time to time. The position is expected to meet harvesting deadlines through growth phases. Physical effort is required when lifting and carrying garden tools and equipment. Travel from Mayo to the Lands grounds or to the NND Government House is required. Staff must be aware and cautious at all times of wild life accessing the grounds.

Qualifications:

Education & Experience:

- Grade 10; and
- Relevant experience and knowledge working in agriculture.

Skills and Abilities:

Position duties require an extensive knowledge or experience in gardening development theory, principles and practices. Knowledge of relevant traditional First Nation harvesting principals would be an asset. Knowledge of composting and recycling methods is an asset.

Conditions of Employment:

- Security Clearance
- Valid Class 5 Driver’s Licence and/ or Class 4 (Preferable)
- Standard First Aid
- WHIMIS Certification

POSITION APPROVAL

We approve this position as representative of the work to be performed and that the responsibility and authority levels identified have been delegated to this position.

Roberta Hager
Manager, Education and Training

Date

Ronalda Moses
Manager, Human Resources

Date

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I have read the position description and understand that it is a general description of the duties assigned to the position occupied by me.

Date