

Appendix A

FIRST NATION OF NA CHO NYAK (FNNND)

Position Title: Garden Coordinator
Classification: Level 3

Job Summary

The Garden Project Coordinator is responsible for administering the development, operation, and implementation of NND's Garden project ensuring compliance with all health and safety standards and regulations and government policies are adhered to. The intent of the program is to provide sustainable food sovereignty by incorporating traditional methods through teaching and harvesting with and for community.

Main Duties

- The incumbent is responsible for growing and maintaining vegetable and plant garden(s) and greenhouses on NND property site. This includes pruning shrubs, checking the health of plants by identifying any pests or diseases and controlling them, raising plants from seeds or cuttings, maintaining high levels of presentation in gardens, cleaning and maintaining tools and equipment, digging, planting and weeding flower beds and borders, applying nutrients to plants and maintaining moisture levels, and using machinery such as lawn mowers, rotovators and hedge trimmers.
- Ensures irrigation system is in operation (i.e., water pump system) and seeking water alternatives as required.
- Facilitate and coordinate field trips to the public for educational purposes.
- Propose and develop possible social programming to meet the needs of the community for food sovereignty.
- Administrative duties as required for project operation (i.e., personnel management, inventory and asset control, purchase ordering, and planning); and
- Coordinate end of season community garden feast on property site.

Impact / Accountability

The decisions made by the incumbent has direct impact on planning and the future prospective of NND's Garden project initiative and its ability to meet community needs. It will also have a long-term impact on food sovereignty for the future as the primary goal of the Garden Project is to encourage and assist community with gardening, recycling and composting skills.

Decision Making

Goals and objectives for the position are established by the department. The position is expected to full these goals and coordinate the day-to-day operation of the Garden project and associated programming in accordance with established NND policies, regulations and standards.

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Key Personal Contacts and Nature of Contacts:

WHO	NATURE OF CONTACT
Elders	Traditional cultural rules apply
NND Citizens	Create awareness of garden project
Chief and Council	May be asked to exchange information
Executive Director	May be asked to exchange information
Staff	To provide support and direction
First Nation Organizations	Maybe asked to provide and exchange information

Positions to Supervise

Assistant Gardeners as required.

Working Conditions

The position is located outdoors at the NND Lands Grounds property and may involve coming to NND Government House for administrative duties. Physical effort is required when lifting and carrying garden equipment, as well as, bending and crouching for periods of time during seeding and weeding. Concentration is often required when performing administrative functions and developing plans. Travel from Mayo to the Lands grounds or to the NND Government House is required and personnel should be bear aware at all times with proper safety protocols and procedures in place. Staff are to be aware of animals coming around to the grounds, maybe bears or small animals, be prepared and look around before entering the garden and Saskatoon berries.

Qualifications:

1) Education & Experience:

- Grade 10 and gardening experience an asset;
- Agricultural or related education in gardening preferable; and
- Preferable work experience in a First Nations works environment.

2) Office Equipment Skills:

- Computer skills (Microsoft Office programs)
- Phone & email

Conditions of Employment:

- Oath of Confidentiality
- Valid Class 5 Yukon Driver's License (Class 4 license is preferred)
- First Aid/CPR, WHIMS Certification, Food Safe