Community Garden Coordinator
Position Description

POSITION DESCRIPTION:

Position title:	Community Garden Coordinator
Status:	10 hours per week – permanent part-time (Job Share)
Location:	Okines Community House
Classification level:	SCHADS Level 3.1 ($40.49/hr) or casual ($50.61/hr)
Award	*Social, Community, Home Care and Disability Services Industry Award 2010*
Reporting to:	Manager
Date Approved:	1/7/2026

POSITION SUMMARY

Create a welcoming, supportive and functional space for the community to learn about growing food. We are looking for someone who is personable, has good organisational skills and is passionate about gardening and community. The Community Garden Coordinator is responsible for maintaining a safe working environment, creating a supportive team culture and creating opportunities for the community to engage with the community garden and learn about growing food in the Southern Beaches community. The Community Garden Coordinator will also be responsible for day-to-day operations of the garden, including answering queries from the public; coordinating volunteers; risk management; and managing planting, harvesting and maintenance. The role requires collaboration with the Manager and broader Okines team of staff and volunteers.

Who we are

Okines Community House works to strengthen and support the Southern Beaches community to be welcoming, supportive, resilient and sustainable - for community, by community. Through community-led practice, we provide:

- A safe, warm, friendly community house that encompasses a vibrant community garden, flourishing food co-op, and thriving bike repair shed.
- We are a focal point for all people in the Southern Beaches community. To work together on the things they want to do, need and believe in. A place that promotes and celebrates community strengths and achievements.
- A program of recreational and supportive activities, programs, events, information, referral and partnerships. To bring needed services into our community that will build, support and strengthen the people and families in our community.
- A responsible accountable organisation, that manages and governs Okines Community House well.

The Okines Community House is an independent incorporated association, funded by the Department of Premier and Cabinet and operates within the framework of the Neighbourhood House Programme.

LEVEL OF RESPONSIBILITY

This position is directly responsible to the Manager for all aspects of service delivery and activities under their control. The employee is required to set priorities and monitor work flow in areas of responsibility, provide support to volunteers, and maintain a high quality in the services provided.

An employee at this level implements and administers activities, procedures and policies. The employee has the authority to exercise a degree of autonomy within the key responsibilities and duties and will be required to exercise initiative and judgment where practices and direction are not clearly defined. Any issues falling outside these areas are to be referred to the Manager.

SUPERVISION

The employee works under general direction from the Manager, has involvement in establishing organisational procedures, priorities and practices. The employee is required to supervise and support volunteers and plan and organise their own work.

KEY TASKS AND DUTIES

- Provide a welcoming, friendly, safe and supportive environment for community members and volunteers entering and utilising the community garden
- Oversee the daily operations of the community garden, including: managing compost & worm farm systems, organic plantings, weeding, watering, fertilising, mulching, pruning, pest monitoring & control, grounds maintenance, harvesting of seeds, seedlings and plants and caring for our chickens.
- Maintain the garden's infrastructure, including: paths, seating areas, water tanks, irrigation systems, composting loos, gutters and water outlets associated with the garden.
- Maintain garden tools (repair, sharpen, replace as required) and ensure regular servicing of lawn mowers and other tools, as required, is carried out.
- Recruit, induct, train, and supervise volunteers and mentor emerging garden leaders.
- Nurture relationships with community members, businesses, funders, schools and other organisations
- Comply with Work, Health and Safety legislation and regulations and ensure a safe environment, including regular risk assessment and management.
- Enable educational programs, workshops and events for children and adults that provide opportunities for knowledge development and sharing skills for food growing.
- Foster a team culture of collaboration, respect and collective action towards sustainability goals, recognising the skills and contributions of volunteers.
- Promote the offerings, activities and impact of the community garden via social media and other Okines communications.
- Work within allocated budget and proactively seek additional funding and support through grants, partnerships and other opportunities.
- Work ethically and with appropriate level of confidentiality
- Attend monthly team meetings and work collaboratively with other areas of the Okines team on operational planning, implementation, monitoring and evaluation.

QUALIFICATIONS

- relevant qualification in horticulture, permaculture or similar (desired)
- demonstrated experience/ specialised skills sufficient to undertake the range of activities required

OTHER REQUIREMENTS

- required to provide a satisfactory National Police Check and Working with Vulnerable People Check.

SELECTION CRITERIA

- Demonstrated skills and experience in food production and grounds maintenance
- Good interpersonal skills with the ability to connect with a wide range of people and communicate in a manner which is clear and allows people to feel safe
- Strong organisational skills with the ability to prioritise tasks, manage competing demands, manage projects and attention to detail
- Experience and knowledge of workplace health and safety with the ability to monitor risks and take action to ensure a safe environment for staff, volunteers and the public
- A strong commitment to sustainability, social justice, diversity, equity and inclusion
- Demonstrated capacity to support, train and supervise volunteers (desired)

WORKING ENVIRONMENT

Code of Conduct

All employees must abide by the Organisational Code of Conduct.

Work Health and Safety:

As an employee, you must be aware of and comply with requirements of the relevant Work Health and Safety legislation and associated regulations. This includes taking responsibility for your own health and safety and that of others in the workplace and complying with the Organisation's Occupational Health and Safety policies and procedures.

Term of Employment:

This role is subject to availability of ongoing funding.

SIGNATURES

Signed for and on behalf of the Organisation:

Name: _____ Signature: _____

Position: _____ Date: _____

The Employee:

I acknowledge that my duties and responsibilities are as outlined in this position description. I further acknowledge that my duties may be varied from time to time.

Name: _____ Signature: _____

Position: _____ Date: _____