IU Garden Corps, Assistant Garden Manager  
February-May 2016

Indiana University Office of Sustainability and Hilltop Gardens seeks an energetic and highly organized individual to serve as the Assistant Garden Manager for the IU Campus Garden during the 2016 spring semester. The Assistant Garden Manager will be part of a dedicated team of volunteers, known as Garden Corps, who help foster environmental and social sustainability by creating interactive, edible gardening spaces on the IU-Bloomington campus. The Assistant Garden Manager will be responsible for providing support to the IU Office of Sustainability Campus Garden Manager in order to keep the campus garden operating effectively. Responsibilities include managing the campus garden finances, working with other garden users to create a garden planting plan, and developing a planting and garden maintenance schedule. The assistant garden manager will also lead garden workdays and tours of the garden in the absence of the Campus Garden Manager.

Duties and Responsibilities:

- Create a garden materials and tools list,
- Create a yearly operating budget and potential funding sources
- Assist with the design of the campus garden planting plan
- Create a planting and maintenance schedule
- Lead volunteers and service learners during garden workdays
- Lead tours of the campus garden
- Attend weekly garden work-days and/or Garden Corps meetings
- Attend bi-weekly meetings with your faculty or staff mentor
- Attend bi-weekly meetings with the IU Office of Sustainability Associate Director and Hilltop Coordinator
- Identify creative solutions for improving management and efficiency of the campus garden

This position will work closely with the Campus Garden Manager and Hilltop Gardens Coordinator on gardening-related tasks such as garden bed preparation, seed starting, transplanting, watering, and pest management. The Assistant Garden Manager may also support other Garden Corps members as needed.

This position requires strong communication and organizational skills, ability to work independently, self-motivated, attention to detail, interest in food production and sustainable agriculture.

This position would require 8-10 hours of service per week. Although this position is unpaid, students may receive internship credit towards their degree requirements as well as gain important resume-building and networking experience. The opportunity to continue this position through the summer and fall semester may be available.

To apply, please send a resume, cover letter and one reference to:

Lea Woodard, Coordinator  
Hilltop Garden & Nature Center  
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Bloomington, IN 47408  
812-855-8808  
hilltop@indiana.edu

Applications due by: Tuesday, January 19th