



MUSEUM of
NORTHERN
ARIZONA

Celebrating the Colorado Plateau

Title: Colton Community Garden Coordinator

Department: Botany

Status: Part-Time Volunteer

Supervisor: Botany Research Specialist & Colton Garden Farm Manager

A National Medal winner, the Museum of Northern Arizona (MNA) has been celebrating the Colorado Plateau's natural and cultural heritage since 1928. Our 200-acre research campus includes a Museum showcasing the geology, anthropology and art of the region as well as state of the art research and collections facilities. MNA's renowned and award-winning Heritage Festivals of Arts & Culture (Zuni, Hopi, Navajo, and Celebraciones) draw thousands of national and international visitors. The Museum works in collaboration with native peoples of the region to protect and foster their cultures, traditions, and beliefs by encouraging artistic expression and supporting, empowering, and educating visitors about their art and culture.

Position description: The Colton Community Garden Coordinator is responsible for coordination of volunteers in the garden, volunteer communications, volunteer hour tracking and ongoing garden care including: planting, weeding, compost management and watering. This position will work collaboratively with the Botany Research Specialist, Garden Farm Manager, and garden volunteers to maintain a productive vegetable and demonstration garden at the museum.

Major Tasks and Responsibilities:

- Garden Maintenance – will harvest, distribute food harvested, manage irrigation in CCG and native plants demo sections, keep plants in the greenhouse and the hoop house watered and free of pests, ventilate greenhouse and hoop house, clean up the garden and maintain compost volunteers and MNA staff drop off weekly. Weekend watering and greenhouse and garden checks are required.
- Support Volunteers – will organize and work with community volunteers for an average of five hours per week (three hours in community garden; two hours in research garden) and assist in all volunteer hours tracking and entry of volunteer hours into the MNA database. Volunteers may include not only individuals but also organizations such as the Grand Canyon Youth, Flagstaff High School Transition-to-Work students, and residents from the Senior Living Community.
- Liaison for Colton Community Garden – will continue to communicate with MNA staff, The Peaks Senior Living Community, Grand Canyon Youth, NAU (Rosemary Logan), and Community Volunteers. Individual will maintain the CCG email and pass on necessary information to MNA Marketing director, MNA volunteer Coordinator, Botany Research Specialist, Colton Farm Manager, and/or the Colton Garden Education Specialist.
- Fundraising—will support ongoing fundraising efforts in the garden including research for garden-related/growing grants and solicitation of garden supply donations.

Abilities, Skills, and Knowledge

- Two or more years of experience growing food and/or native plants
- Foundational knowledge of how to grow food and/or native plants at 7,000 feet and a willingness to learn
- The ability to lift 40 lbs. and engage in hard physical labor such as shoveling, pickaxing or post hole digging



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- Experience coordinating volunteers
- Strong organizational skills
- Strong writing skills and preferred experience in fundraising and grant writing
- Excellent communication skills and a positive attitude

Work Commitment:

This volunteer position requires 15 hours of work per week from May 15th-August 15th, 2019. Some weekend and holiday work is required.

Compensation

The Garden Coordinator will be provided housing in one of the coops at the Museum of Northern Arizona from May 15th – August 15, 2019 in exchange for working in the Colton Community Garden. No pets are allowed.

How to Apply:

Send cover letter and resume to employment@musnaz.org. Please indicate in your cover letter the position you are applying for. Email is the preferred method of application submission. If you are not able to submit your application via email, please call Jill Thomas at 928-774-5211, Ext. 203 to receive additional instructions for application submission.

Job offer contingent on satisfactorily passing criminal background check.