



# Federated Indians of Graton Rancheria

6400 Redwood Drive, Suite 300, Rohnert Park, CA 94928 ■ 707-566-2288 ■ www.gratonrancheria.com

## COMMUNITY GARDENER

### Position Description

<b>Department:</b>	Farm and Garden
<b>Pay Range:</b>	\$17.00 - \$26.00 per hour
<b>Hours/week:</b>	40
<b>Classification:</b>	Non-exempt

<b>Reports to:</b>	Tribal Land Manager
<b>Effective Date:</b>	January 1, 2018
<b>Revised Date:</b>	August 17, 2018
<b>Type:</b>	Full-time

### MISSION STATEMENT

*The Federated Indians of Graton Rancheria exists to exercise our inherent sovereign powers, customs and traditions; to perpetuate our unique native heritage; to preserve and protect the rights and privileges of our Tribe; to establish justice in the conduct of Tribal affairs; to work for the social and economic betterment of all citizens; and foster the value of education.*

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Federated Indians of Graton Rancheria are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Interact in an honest, trustworthy and respectful manner with Citizens, employees, visitors and vendors.
- Comply with the Tribe's policies and procedures.
- Display respect and understanding of the Tribe's culture, traditions and values.
- Maintain a current insurable driver's license.

### POSITION PURPOSE

The Community Gardener will perform a full range of activities related to maintaining the Tribal Community Garden program while being open to learning about the needs of the community. The garden is essential in providing fresh and healthy organic produce for the local Tribal Community. The incumbent must sow, grow and harvest high quality organic produce and act as a mentor for those interested in working and learning organic farming techniques in the garden. The gardener must also take responsibility in maintaining FIGR gardens to ensure a beautiful and productive environment. The incumbent will participate in the care of an extensive plant collection, organic vegetable gardens, fruit trees, native plants, and annual and perennial flowers. This work includes watering, propagation, planting, integrated pest management, plant cleaning, pruning, harvesting, managing weeds and invasive plants, maintaining and improving healthy fertile soil. The gardener is also responsible for detailed and accurate recordkeeping of daily activities, seed sources, as well as cataloging, photographing and labeling plant collections.

### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Supports staff and volunteers in building and cultivating the Tribal Community Garden with adherence to the Tribal Community Garden Plan, and with adherence to the volunteer policy, maintenance schedule, and other tasks as related to implementing the plan.
2. Provides onsite support for Tribal Community Garden and tasks including planting, gardening, weeding, composting, etc.

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3. Participates in meetings with FIGR departments, Tribal Lands Committee and interested Tribal Citizens related to garden programs, activities, and related matters.
4. Provides support to volunteer events to build the community garden and all garden elements outlined in the Tribal Community Garden Plan and to maintain the garden throughout the year.
5. Works with volunteers, and contractors to design and install garden structures and pathways as needed.
6. Provides support for community partnerships with garden participants and local organizations.
7. Supports participants in learning affordable and sustainable gardening practices and future certification processes in order to build participants experience and capacity in the area of organic farming and gardening.
8. Assists with teaching, facilitating, and working with consultants, under the supervision of the Director of Planning and Development, for onsite workshops that teach gardeners how to grow, prepare and preserve fresh fruits and vegetables and tend the land utilizing Traditional Ecological Knowledge practices.
9. Supervises distribution of gardening supplies – seeds, tools, plant starts, winterization materials, educational materials.
10. Implements an annual work plan with seasonal timelines and implementation plans.
11. Performs other duties, as assigned.

### MINIMUM MANDATORY QUALIFICATIONS

- Experience:
- Two years of direct experience with organic gardening and/or farming methods and practices
  - Experience working with volunteers in a service environment
  - Experience building relationships in a diverse community
- Education:
- High School Diploma or equivalent (GED)
- Mandatory Knowledge, Skills, Abilities and Other Qualifications:
- Ability to recruit and lead, provide direction, train, promote cooperation and team building, and recognize and appreciate volunteers
  - Ability to work collaboratively with staff, supervisors, clients, volunteers, Tribal Citizens, and others
  - Ability to work some weekends early mornings and evenings throughout the year
  - Ability to promote equality, inclusivity and diversity in all garden activities
  - Ability to work independently with strong initiative
  - Ability to operate a computer and general office equipment
  - Ability to be culturally aware and sensitive to Native American values and culture
  - Knowledge and experience with maintaining an organic garden and/or farm
  - Knowledge and experience watering, integrated pest management, propagation, planting, plant cleaning, pruning, harvesting, managing weeds and invasive plants, bed preparation, composting, sowing and transplanting.
  - Knowledge of seed saving and processing
  - Knowledge of maintenance requirements of garden and landscape equipment
  - Must be knowledgeable and confident in soil building methods
  - Must possess clear written and verbal communication skills
  - Must possess creative problem-solving abilities and techniques
  - Must be well organized and able to keep track of daily work details and hours
  - Must have a positive attitude and strong interpersonal and communication skills
  - Must possess strong computer skills including, Microsoft Office, Excel, Word, and other system knowledge
  - Must maintain a current and valid driver's license and must be insurable

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### PREFERRED QUALIFICATIONS

- Associate's or Bachelor's Degree
- Landscaping and/or Construction Experience

### WORK ENVIRONMENT

- Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Work is regularly performed outdoors where exposure to adverse weather conditions such as heat, wind, blowing dust, and may be exposed to fumes and/or other airborne particles. Limited overnight travel may be required from time to time. Early morning work, evening, weekend work may be required.
- Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is regularly required to stand, kneel or bend over for long periods of time and may be required to walk on uneven surfaces or unstable ground. The ability to use hands to handle or feel, reach with hands and arms, and balance or bend over is required. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with Citizens, employees, vendors, class participants, and staff.
- Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various topics and, at times, complicated issues.

### TRIBAL AND INDIAN PREFERENCE

The Federated Indians of Graton Rancheria is a federally recognized Indian tribe and, in accordance with the Tribe's human resources policies, has implemented a Tribal and Indian Preference in Employment Statute. Pursuant to this Statute, Federated Indians of Graton Rancheria shall give preference in hiring in the following order of priority: (1) Citizens of the Federated Indians of Graton Rancheria, (2) All Native Americans who are members of or affiliated with a California Indian Tribe with ties to Marin and Sonoma Counties, (3) All Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) All other Native Americans who are members of a Federally Recognized Indian Tribe.

Aside from employment preference as provided in this section, the Federated Indians of Graton Rancheria shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation.

### OTHER

- Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Background investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
- Drug screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to reasonable-suspicion drug testing.

**Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

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### ACKNOWLEDGMENT

I have reviewed the content of the **Community Gardener** position description and have been provided a copy of the position description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

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\_\_\_\_\_  
*Employee (printed name)*

\_\_\_\_\_  
*Employee (signature)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor (printed name)*

\_\_\_\_\_  
*Supervisor (signature)*

\_\_\_\_\_  
*Date*