

# New Credit Cultural Committee

Life of the Grove

<b>Job Title:</b>	Assistant Gardener	<b>Job Category:</b>	Horticulture
<b>Department/Group:</b>	New Credit Cultural Committee	<b>Job Code/ Req#:</b>	
<b>Location:</b>	MCFN	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	TBD Pending Funding (Minimum \$14/hour)	<b>Position Type:</b>	Part-time
<b>HR Contact:</b>	n/a	<b>Date Posted:</b>	Feb 4th 2019
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	Friday May 3 <sup>rd</sup> 2019
<b>External Posting URL:</b>	External Posting URL		
<b>Internal Posting URL:</b>	mcfn.employmentandtraining.ca		

**Applications Accepted By:**

**FAX OR EMAIL:**

carolynk@execulink.com  
 Subject Line: Horticulture  
 Jobs

**MAIL:**

New Credit Cultural Committee  
 c/o Carolyn King  
 3312 Mississauga Rd.  
 Hagersville, ON NOA 1H0

**Job Description**

**ROLE AND RESPONSIBILITIES**

**This is a contracted position under MCFN and New Credit Cultural Committee. You are therefore subject to the MCFN Employee Policy.** Work with various MCFN Departments, current work crews, Cultural Committee, and with youth (age5+). Maintain the Carolinian Garden showcasing the Old Council House; Veteran's Monument; garden canoe(s), raised garden beds by MCFN's Media Dept, Grove garden bed and beds by school portable beside the Grove; tree measuring at LSK, in the Grove, and on band members' properties; mulch all beds except band members' properties; snake monitoring (record heat readings near the snake hibernaculum); cut grass around the Old Council House; assist with local events, eg., Community Picnic, Powwow, Open Houses & Caring Together Week; and with other events off-reserve, eg. Royal Botanical Gardens, Hamilton.

- i. Must be able to lift 15+ lbs. Example, mulch, plants, soil. Use of wheelbarrow and light duty garden tools.
- ii. Wear suitable clothing for outside work.
- iii. Work well with others. Team work is essential. Work plans must be followed.
- iv. Be able to work independently and follow instructions.
- v. Must have reliable transportation.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

**PREFERRED SKILLS**

Must know how to use the following software programs: MS Office-Word, Excel, PowerPoint; MS Publisher; and Office 365 Email. Police Record Check required.  
 Diploma or BA. Willingness to learn.  
 Two years of field experience. Volunteering experience acceptable. Provide three current references.  
 Public Speaking an exceptional asset. Provide two references.

<b>ADDITIONAL NOTES:</b>			
MNCFN Employee handbook will be followed for all hires. Go over problematic areas.			
Daily sign in/out sheet for each worker just like MCFN Staff follows.			
Example of weekly workplan for interviewing purpose.			
Taking turns cleaning and maintaining clean orderly office and portable buildings.			
Allergic to bees? Honey bees love this Carolinian Garden and the office building.			
Completed Employment and Training Intake Package with resume and cover letter(s) <b>due to Employment and Training office by Friday May 3<sup>rd</sup>, 2019</b>			
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	