

# **GARDEN MANAGER**

## **SEASONAL POSITION -**

### **April through mid-September**

We are looking for a garden manager for our 2023 retreat season. It is hard work but hugely rewarding. If you love preparing for events and picking and preparing produce for the original farm-to-table experience, then this is an opportunity for you!

A lot of work goes into growing organic food, but the rewards are amazingly delicious. You will be directing the growing of fresh organic produce for Pumpkin Hollow. This includes, but is not limited to, transplanting, sowing, growing to harvest, and preparing vegetables to be stored over the winter months, along with the day-to-day management of the garden. Such as organizing and setting priorities for workdays and general maintenance (weeding, watering, composting, etc.) of the garden.

If invited back for the 2024 season, you will be involved with seasonal garden planning and procuring seeds. Pumpkin Hollow's organic garden is a community effort, and all garden staff and garden volunteers are expected to work in the garden.

The garden manager will take the advice and utilize the experience of the resident master gardener while they learn the procedures at Pumpkin Hollow. The garden manager will have some latitude for independent judgment on how to structure garden use and operations.

#### **Additional Responsibilities:**

- Manage Volunteers: Supervise and provide detailed work plans for garden volunteers.
- Purchase materials for the greenhouse, garden maintenance, and plantings in the garden.
- Oversee all work performed in the garden.

#### **Qualifications & Required Skills**

- 1-3 years of previous experience working in an organic garden.
- Good knowledge of garden equipment: use of garden tiller and weed-whacker, irrigation and pump equipment.
- Ability to work independently and collaboratively with staff, board members, and volunteers.
- Self-motivated
- Valid Driver's License.

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.**

- Physically fit to handle the demands of the job, including lifting up to 50 pounds.
- Ability to work in changing weather conditions and to work in inclement weather.
- Ability to work a physical day: planting, weeding, harvesting (squat, kneel, or crawl).
- Ability to talk, receive and understand written and oral communication and give written and oral instructions.
- Ability to read and interpret documents (safety rules, operating and maintenance instructions, and procedure manuals).

**Compensation:**

- Community Living with a taxable \$1,000 stipend per month.  
Benefits include: Seasonal cabin with private bath using shared kitchen in main house, room, board, utilities, internet access, and laundry facilities.
- Email [applicationsphrc@yahoo.com](mailto:applicationsphrc@yahoo.com); or call 518-325-3583 for more information or to apply.

**Pumpkin Hollow Retreat Center****1184 County Route 11, Craryville, NY 12521**

Pumpkin Hollow's lifestyle is best described as organic in nature; a richly physical, social and spiritual environment cultivated for over 80 years. It is an environment conducive to nurturing each individual's desire to discover and explore their inner path. In accordance with our principle of respect for all life, our cuisine is vegetarian. This means no meat, no fish, no fowl is allowed on the property. Also, alcohol and recreational drugs are not allowed on the property.

**PLEASE NOTE: ALL STAFF AND VOLUNTEERS MUST BE VACCINATED AGAINST COVID-19**