



### **Urban Greens Program – Garden Coordinator (Seasonal Position)**

The Urban Greens Program, a growing network of community gardens managed by the Muskingum Soil and Water Conservation District (MSWCD), is expanding with purpose in 2026. This program is dedicated to cultivating fresh produce for local food pantries across Muskingum County while promoting education in gardening, conservation practices, wellness, and healthy living for both participants and the broader community.

MSWCD is seeking a **Garden Coordinator** to support the Urban Greens Program. This is a **seasonal, part-time position**, requiring **10–20 hours per week** with a flexible schedule.

#### **Qualifications:**

- Must be at least 18 years of age
- Ability to pass a drug screening, driving record check, and BCI background check
- Ability to perform physical tasks such as planting, weeding, and harvesting
- Experience in gardening, agriculture, or related field preferred
- Knowledge of sustainable gardening practices is a plus

#### **Key Responsibilities:**

- Work closely with the Urban Agriculture Resource Specialist
- Welcome and assist volunteers in the gardens
- Serve as a liaison between volunteers and program staff, communicating needs and concerns
- Support and promote educational and community events (some weekday evenings required)
- Track volunteer hours and maintain records related to garden maintenance and harvests

#### **How to Apply:**

A complete job description and official application are available at

<https://www.muskingumswcd.org/About-Us/Join-Our-Team/> or can be picked up at the MSWCD office:

225 Underwood Street, Suite 100, Zanesville, OH

Monday–Friday, 8:00 a.m. – 4:30 p.m.

Applicants must submit:

- A completed official application (required)
- A current resume

**Application Deadline:** April 15, 2026 at 4:30 p.m.

#### **Position Timeline:**

Start dates will vary beginning in May. The position will run through mid-October (around the first frost, typically the second week of October), depending on program needs, available funding, and remaining hours.

An Equal Opportunity Provider and Employer

The SWCD and NRCS prohibit discrimination in any program activity or employment on the basis of race, color, national origin, sex, religion, age, disability, retaliation, political beliefs, sexual orientation, marital or family status, or genetic information. Persons with disabilities who require alternative means of communication (Braille, large print, etc.) or who need special accommodations for meetings should contact the SWCD office at (740) 454-2027.