



EMPLOYMENT OPPORTUNITY

POSITION: Garden and Seed Library Coordinator – [Specialist II]
Sandpoint Branch Library

POSITION DESCRIPTION:

Under the supervision of the Library Director, the successful candidate for this position will be responsible for maintaining, caring for, and cultivating the annual plants and flowers in the Sandpoint Library Garden, coordinating Garden volunteers, and coordinating programming activities in the Garden in collaboration with library staff, including the Adult Programming Coordinator, Youth Services Coordinator, and Exploration Coordinator. Duties also include organizing and managing the Seed Library and serving as the main contact for community queries regarding the Garden and Seed Library.

EXAMPLES OF WORK:

- Weeding, deadheading, watering, and other necessary maintenance for the health of Garden plants
- Planting new annuals in pots and beds
- Starting new plants in the Library Garden greenhouse
- Preparing seed packets for the Seed Library
- Coordinating and collaborating with Library Garden and Seed Library volunteers
- Collaborating with Library Programming staff and assisting with Library Garden programs

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to communicate well with supervisor, staff, and volunteers of the Library District.
- Basic knowledge of various types of annual and perennial plants and how to maintain them
- Willingness and ability to assist with Library programs in the Garden
- Ability to schedule and manage the activities of a small team of volunteers
- Ability to lift 50 pounds
- A valid driver's license

MINIMUM EXPERIENCE, TRAINING AND OTHER REQUIREMENTS:



East Bonner County Library District

Sandpoint Branch
1407 Cedar Street
Sandpoint, Idaho 83864
(208) 263-6930
(208) 263-8320 fax
www.ebonnerlibrary.org

- Sufficient education, training and/or work experience to demonstrate possession of the knowledge, skills and abilities which would typically be acquired through a high school diploma or equivalent.
- Basic knowledge of gardening and/or horticulture.
- Successful experience working in decorative and/or food gardens with perennial and annual plants
- The individual selected must be at least 18 years of age.
- The selected applicant must pass a background check.
- U.S. Citizenship or documentation of eligibility for this position on U.S. Citizenship and Immigration Services Form I-9 prior to actual beginning of employment.

SUPERVISOR: Library Director

WAGE: Starts at \$17.35 per hour. (Actual wage is based on experience, qualifications and length of service.)

BEGINNING / END DATES: March 1, 2023 - October 31, 2023 (dates are subject to change)

SCHEDULE: 19 hours per week; Position is seasonal

BENEFITS: Pro-rated personal leave, sick leave and holiday leave.