Kingston Community Health Centres
Centres de santé communautaire de Kingston

Internal/External Posting: 2025-09-KCHC
Posting Date: April 3, 2025
Closing Date: April 14,2025

Job Description	
Title	**Community Garden Liaison***
Reports to	Manager, Family and Community Health
Position Type	6 month contract, (35 hours per week)
Vacancy Status	New Vacancy
Salary	$41,969.20 – $49,376.60 Annual

Position Summary

As part of the Community Development Team, the Community Garden Liaison will coordinate community gardens throughout the City of Kingston. This position will focus on delivering education delivering presentations and training to support community engagement and sustainable gardening practices. This Garden Liaison will serve as a bridge between the Kingston Community Garden Network (KCGN), Kingston Community Health Centres (KCHC) and the City of Kingston. The Community Garden Liaison will provide administrative and engagement support to the Kingston Community Garden Network. The incumbent will be responsible for registration of individual community gardens in the network and for the identification of their needs. They will be responsible for the coordinating and facilitating gardening workshops and training for Kingston Community Garden Network. In addition, they will be responsible for the planting and harvesting of the community training garden.

Responsibilities

Key Responsibilities	Detail
Community Promotion & Education	• Attend and actively participate in network meetings, working groups and collaborative planning sessions • Contribute to the development and implementation of the garden programs to improve food access and distribution • Develop and deliver health promotion materials and presentations on the benefits of healthy food and gardening. • Create culturally appropriate and accessible education resources of healthy eating and gardening. • Collaborate with local community partners to develop and implement food security initiatives for access to community garden and fresh food delivery • Collaborate with community partners to advocate for policies and programs that address food insecurity. • Build and maintain strong relationships with community leaders, public officials, media representatives, and business leaders to advance program needs. • Garden Liason will collaborate with the Food Providers network on food projects.

Key Responsibilities	Detail
Garden Program Support	• Oversee and support the utilization of volunteers and student placements at garden sites • Support the onboarding process for volunteers, including training focused on sustainable and safe garden practices. • Track and manage volunteer participation, maintaining accurate records of hours of contributions, and generating regular reports • Ensure gardeners have essential skills by providing hands on training where necessary, educational resources, and ongoing support • Provide ongoing support and technical assistance to gardeners, addressing their questions and challenges. • In conjunction with manager, review and award garden grant (Support the grant review process by assisting the manager in reviewing applications and providing recommendations for funding allocations.) • Plant and maintain teaching gardens • Organize gardening workshops • Participate as a team member in all team functions, program planning, team meetings, committees and staff meetings • In conjunction with Community Kitchens staff, organize food to table cooking events at the teaching gardens • Ensure compliance with the City of Kingston's Community Gardens policy
Data Management & Reporting	• Collect and enter accurate data for funder reporting; • Routinely review and compile data for reporting as directed by Manager;

Organizational Responsibilities

- Complies with all relevant legislation and KCHC policies, including privacy laws
- Understands the importance of trauma responsiveness and the impact of Adverse Childhood Experiences (ACEs)
- Understands the importance of Equity, Diversity, Inclusion, Indigenization and Accessibility (EDIIA) by promoting and practicing inclusion
- Supports consistent application and development of KCHC policies and procedures
- Supports all team members, including students and volunteers
- Promotes awareness of and participation in KCHC activities
- Demonstrated commitment to continuous learning and quality improvement
- On occasion, perform other temporary duties as required

Basic Education and Experience Requirements

- College Diploma in social services, community or public health or related field;
- Minimum 2 years experience facilitating community gardens programming.

Knowledge, Skills and Abilities

- Ability to develop and deliver engaging presentations to diverse audiences."Excellent interpersonal, organizational, advocacy and negotiation skills, including the ability to facilitate meetings

- Knowledge and experience in sustainable gardening practises
- Good understanding of ethical principles and boundaries, strong understanding of confidentiality and able to maintain professional relationships at all times with staff and clients
- Knowledge and understanding of the City of Kingston's Garden Network policy
- Demonstrated ability to work under pressure, to anticipate potential problems/conflicts and take appropriate actions and to meet deadlines
- Demonstrated ability to work independently and as a team member within an evolving role in a multi-disciplinary environment
- Strong knowledge of MS computer applications and other office related software

Position Competencies

- Communication skills, Relationship Building, Facilitating Groups, Time Management, Planning and Implementing, Teamwork

Other Competencies

- Strong commitment to health promotion, community development and adult education
- Must be able to work in a variety of social and physical settings
- Awareness of, and ability to support, provincial and federal privacy regulations
- Demonstrated commitment to continuous learning and quality improvement
- Demonstrated ability to attend work on a regular basis
- Excellent organizational skills and above average attention to detail

Other Requirements

- Current and satisfactory Criminal and Vulnerable Persons Check
- Access to reliable vehicle
- Current Immunization Record
- Valid Driver's Licence, Driver's Abstract and proof of vehicle liability insurance as this is a requirement under KCHC's insurance provider (HIROC)
- Current and satisfactory Criminal and Vulnerable Persons Check
- French language is an asset
- Current CPR and First Aid an asset
- Safe Food Handling certification
- Ability to meet the physical demands of the position

Assets

- Ability to communicate in a second language
- Ability to work some evening and/or weekend shifts

Application Instructions

• Please include a cover letter clearly outlining how your skills and experiences correspond with the specific job qualifications along with your resume.
• Save all documents as a single PDF file using your own name (Last, First).
• Email to hr@kchc.ca citing reference 2025-09-KCHC in the subject line.
• Applications must be submitted to Human Resources by Monday April 14, 2025, at 11:59PM

As a registered professional, to abide by and be accountable to the ethics and standards set out by the relevant regulatory body of the profession.

All KCHC staff have a duty to understand and follow KCHC policies, uphold high ethical and professional standards, and maintain confidentiality and privacy, using tact and good judgment in all dealings with other staff and clients.

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KCHC is an equal opportunity employer, respecting and embracing the needs and diversity of our employees. If you require accommodation to fully participate in the hiring process, please notify Human Resources.

Kingston Community Health Centres, 263 Weller Ave. Kingston ON, K7K 2V4
www.KCHC.ca