Gardening Programmer

**Exempt:** No  
**Department:** Library  
**Reports To:** Library Director  
**Location:** Conway

**General Description of Position:**  
Under the general direction of the Library Director, oversees programming related to nutritional, ecological, and environmental topics to libraries in Faulkner County, which may include children's programming, adult programming, outreach services to Faulkner County schools and other community programs as needed. This position also contributes to daily library operations, including checking materials in and out, answering phones, and assisting patrons with collection and computer requests. This position is also responsible for communicating and collaborating with other library staff in a way that recognizes how literacy and reading can be woven into hands-on environmental learning experiences for patrons.

**Objective**  
This position requires a creative, energetic individual to work with staff and manage volunteers to provide a full spectrum of garden related programming, garden maintenance, and a functioning seed library.

**Essential Duties and Requirements:**  
Offer appropriate programming for all audiences on topics including agriculture, nutrition, and ecology.  
Caring for ground and relevant flora and fauna including seed sowing, watering planting, weeding, and other duties relating to the care of the Faulkner County Urban Farm. (Including indoor plants near the north side windows.)  
Maintain garden structures and tools such as the rain barrel, water hoses, greenhouse, raised beds, pots, wheelbarrows, shovels etc.  
Manage Faulkner County Library’s Seed Library.  
Promote and market garden programming, community garden plots, & seed library via social media, physical posters, library website, etc.  
Recruit, train and manage garden volunteers from all backgrounds.  
Visit schools and other community organizations/events as needed to promote the Faulkner County Urban Farm Project, Faulkner County Seed Library and the library.  
Maintain records and statistics related to all garden programming.  
Work public desks as needed.
Act as Manager on Duty in the absence of other managers. Purchase program and garden supplies, turn in required receipts and documentation. Communicate with the Assistant Library Director and Library Director regarding spending, budget reports, and analyses required.

Knowledge, Skills, and Abilities
Provide courteous public service and present clear explanations of established policies and procedures. Ability to think and act appropriately under pressure. Perform routine and non-routine procedures involving many steps. Should be a self-starter and able to work with little or no supervision. Work in a team setting. Assist and support co-workers, contribute ideas, maintain flexibility, and adapt to a rapidly changing environment. Tolerate moderate noise levels and high/low temperatures with humidity. Regularly required to talk and listen. Frequently required stand, walk, sit, dig, lift, carry, climb, balance, stop, kneel, crouch, and crawl. Needs to be able to lift and move up to 25 pounds. Interact effectively with the library’s technology including the library management software, cash registers, copy machines, fax machines, phone system, etc. Knowledge of social media and graphic design to promote programs.

Position Hours
Full time, typically working 80 hours per two-week pay period on a flexible schedule which varies from week to week. May be scheduled to work days, evenings, and weekends.

Education, Experience, and Training
High School Diploma or GED required. Some college preferred. Minimum of six months previous work experience performing public service duties. Experience working in gardening preferred strongly. Possess a valid driver’s license and pass all required background checks.