



Join Our Team!

Assistant to Garden Plot Coordinator

Location: Green Spring Gardens, 4603 Green Spring Road, Alexandria, VA 22312

Hours: 15-20 hours/week; not to exceed 900 hours per year; weekend and occasional evening work required

Pay: \$12-20.00 per/hour Not eligible to earn benefits, paid leave or receive holiday pay.

Position Duties: Assist with the administration and upkeep of Fairfax County's Garden Plot Rental Program which includes 721 plots in 11 public parks. Conducts site inspections of garden plots and follows up with written reports to tenants on noncompliance. Clears vacant lots for new tenants. Keeps garden plot bulletin boards up to date. Communicates with plot tenants through quarterly newsletter and website updates. Responds to general garden rental inquiries by phone, email, and in-person. Maintains garden plot data base including wait list, contracts, payments, site inspections and notifications. Assesses mulch needs and tracks orders. Tracks theft and vandalism in garden plots and host parks. Other duties as assigned.

Minimum Qualifications: Proficient with Microsoft Office Suite. Ability to learn new software applications. Ability to prepare administrative reports. Ability to maintain an effective working relationship with county staff and the public. Ability to communicate effectively both verbally, in-person and in writing. Highly organized and able to work independently. Must be able to lift 30 pounds and work in adverse weather.

Preferred Qualifications: An associate degree or higher in an accredited program with demonstrated skills and knowledge of data management, public administration, interpersonal and good customer service skills. Legible handwriting.

Required licenses and certifications: Current driver's license

To apply, email resume to: Pamela H. Smith at Pamela.smith2@fairfaxcounty.gov 703-324-9781

Applicant evaluation will begin immediately, and the position will remain open until filled.

Fairfax County is an equal opportunity employer.



Fairfax County Park Authority
12055 Government Center Parkway, Suite 927
Fairfax, VA 22035-5500.
www.fairfaxcounty.gov/parks/



If ADA/ reasonable accommodations are needed, please call (703) 324-8563, at least 10 working days in advance of the registration deadline or event. TTY (703) 803-3354