

# Garden Program Assistant

Canada Summer Jobs

One position available

Revised: April 27, 2026



The Shelbourne Community Kitchen acknowledges with gratitude and respect that we operate on traditional Coast Salish Territories, specifically of the Lekwungen, and W\_SÁNEC peoples.

## Purpose

The Shelbourne Community Kitchen creates opportunities with people experiencing food insecurity to cook, grow, share, and connect for improved health and wellbeing. We offer a unique neighborhood food center model, where people gather to:

- Prepare and share healthy meals together;
- Access nutritious food;
- Work together to grow food and build gardening skills;
- Connect with other community resources and become resources for one another.

Our gardens help to supply fresh, high quality seasonal produce to our Pantry and Food Skills Programs. Led by experienced green thumb volunteers, these welcoming sites offer hands-on opportunities to reconnect with the land and the food we eat. Through our Garden Programs we host a variety of workshops, tours, farm gleaning opportunities, and educational resources to our members to promote food growing at home. The Garden Program Assistant works with staff and volunteers, providing administrative and hands-on support for all garden-related events, activities, and volunteer teams.

## Specific Responsibilities

- Provide guidance and on-site support to allotment members at the Cedar Hill Garden, fostering a welcoming, inclusive, and productive growing environment.
- Support and collaborate with volunteer Garden Leads and garden teams at Omnivore Acres Farm, offering hands-on assistance and coordination as needed.
- Develop and maintain accessible educational resources that encourage and support food growing at home.
- Ensure tools, equipment, personal protective equipment, and health and safety resources across all garden sites are well maintained, organized, and replenished as required.
- Support the coordination and delivery of two Get Growing, Victoria! events, that

- provide plants, supplies, and educational resources to members.
- Assist with the coordination and facilitation of garden site tours for stakeholders, as well as educational workshops for members.
  - Provide on-site coordination and support for volunteer activities, including harvest days, farm gleaning, and fruit picking work parties, as opportunities arise.
  - Deliver volunteer training on harvesting practices, in collaboration with or at the request of Volunteer Garden Leads.
  - Harvest, transport, and process garden produce in accordance with FoodSafe and kitchen standards.
  - Transport harvests from garden sites to the central location using Modo vehicles.
  - Accurately track and input harvest yields and volunteer hours into the Sumac database.
  - Other duties as assigned.

## **Qualifications**

In accordance with Canada Summer Jobs requirements, applicants must be:

- 18-30 years of age inclusive.
- A Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act.
- Legally entitled to work according to the relevant provincial / territorial legislation and regulations.
- International students are not eligible, as per Canada Summer Jobs limitations.

## Position Specific Requirements

- Clear criminal history check
- Valid BC driver's license, N class or higher
- Occupational First Aid, Level 1, considered an asset
- Food Safe Level 1, considered an asset
- Comfortable lifting 30 lbs on a regular basis
- Proficient in Microsoft Office Suite (Word and Excel) and Google Suite (Google Calendar and Google Drive)
- Patient, flexible, organized and collaborative

## **Hours and Compensation**

- The position is 30 hours per week, at a rate of \$21/hour.

**Start Date**

- This seasonal position starts on the date of hire and ends September 1, 2026.

**Application Date**

Please send your resume and references to Kim Cummins, Executive Director,  
[apply@shelbournecommunitykitchen.ca](mailto:apply@shelbournecommunitykitchen.ca)

**The deadline to apply is May 10th, 10:00pm PST.**

Only shortlisted candidates will be contacted.

**The Shelbourne Community Kitchen is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind:** The Kitchen is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at The Kitchen are based on job requirements and individual qualifications, without attention to race, age, religion, sexual orientation, gender identity, disability status or national origin.