

Horticulture Center Coordinator  
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=254991>

Downloaded On: Apr. 2, 2025 5:13am

Posted Mar. 28, 2025, set to expire Apr. 15, 2025

<b>Job Title</b>	Horticulture Center Coordinator
<b>Department</b>	Horticulture
<b>Institution</b>	Cabrillo College Aptos, California
<b>Date Posted</b>	Mar. 28, 2025
<b>Application Deadline</b>	04/15/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Agriculture/Vet Med
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6102739">https://apptrkr.com/6102739</a>
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<b>Job Description</b>	

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**Horticulture Center Coordinator**

**Cabrillo College**

**Salary:** See Position Description

**Job Type:** Full-time (100%)

**Job Number:** 2025-01967

**Closing:** 4/15/2025 11:59 PM Pacific

**Location:** Aptos, CA

**Department:**

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Horticulture

### Employment Opportunity

We need **YOU!** Cabrillo College is looking for staff to provide quality programs and services for a diverse student population promoting ever-evolving needs as our students grow toward their individual aspirational goals. Cabrillo is an Hispanic Serving Institution (HSI) with a special focus on enhancing the Latinx student experience. Come join our team, valuing high-level and innovative instruction, support services, a welcoming environment, and helping to change the world one student at a time!

Under direction, this **full-time, 12 months per year, Horticulture Center Coordinator** plans, coordinates and oversees day-to-day operations of District horticulture programs including the greenhouse and organic farm to serve as a technical education skills laboratory supporting educational programs for students in the horticulture program; oversees and participates in the work of students, staff, student assistants and volunteers who perform soil preparation, propagation, pruning, harvesting, irrigation, greenhouse maintenance and other functions; oversees preparation for and activities of the revenue-producing Mother's Day plant sale and weekly Cabrillo farmers market; and performs related duties as assigned.

The **ideal** candidate will share Cabrillo's commitment to educating its racially and socioeconomically diverse student population. Cabrillo College serves approximately 11,400 students per term. In the Fall of 2022, 58% of Cabrillo students are members of minoritized populations, identifying themselves as LatinX (51%), Multi Ethnic (5%), Asian (2%), Black Non-Hispanic (1%), Filipino (1%), American Indian/Alaskan Native (<1%) and Pacific Islander (<1%). In 2006, Cabrillo College was designated a Hispanic-Serving Institution, reflecting the great responsibility that the College has to the educational attainment and economic well-being of the surrounding community.

### COMPENSATION AND BENEFITS:

**Starting Salary Range: \$5,699 to \$6,598 per month;** plus 5% annual increases up to step 7, maximum initial salary step placement on the [classified salary schedule](#) is step 4. Full-time (40 hours per week) assignment, 12 months per year. Monday through Friday, 8:00 a.m. - 5:00 p.m. with evenings and weekends as required.

Classified employees are required to join the California Public Employees' Retirement System (CalPERS) and as such contribute 8% of their monthly salary to CalPERS on a pre-tax basis. Position scheduled to begin as soon as possible, pending Governing Board ratification. Salary is subject to

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proration based on the beginning date of assignment. **Cabrillo is unable to sponsor work visas.**

**Benefits:** Our comprehensive benefits package includes medical, dental, life, short and long term, and vision (optional) insurance provided at a share of cost on a pretax basis, CalPERS Retirement and an Employee Assistance Program. Please see the Benefits [link](#) on the HR webpage for more information.

### **Work-Life Balance:**

This opportunity is a full-time assignment, months per year. [Classified employee benefits include:](#)

- Twelve (12) days vacation leave accrued annually; rate increases up to a maximum of twenty (20) days at year ten (10)
- Twelve (12) days of sick leave accrued annually, seven (7) of which can be used as Personal Necessity days annually
- Nineteen (19) paid holidays annually
- Five percent (5%) Longevity award annually after ten (10) years of service with increases to fifteen percent (15%) at twenty (20) years
- Professional Growth educational incentive program

As a classified staff member at Cabrillo College, you will join a vibrant community of professionals and educators working together to provide a positive educational environment where our students experience diverse academic and cultural perspectives.

### **Examples of Duties**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Provides input in selecting, training and providing day-to-day lead work guidance and coordination to other Classified staff, horticulture students, student assistants and volunteers; assigns, schedules and monitors work for completeness, accuracy and conformance with District, department and legal/ regulatory requirements and standards; monitors workflow to ensure that mandated deadlines are being met in an optimal manner; provides information, instruction and training on work procedures and technical, legal and regulatory requirements.
- Provides input to supervisor on classified employee work performance and behaviors; assists in

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ensuring a fair, open and inclusive work environment in accordance with the District's mission, goals and values.

- In collaboration with the dean and faculty, develops and implements new greenhouse and farm projects to enhance student experiences; coordinates, balances and integrates the work of staff, students and volunteers participating at various times in elements of the work to achieve overall greenhouse/garden production and instructional objectives and schedules.
- Plans, organizes, manages and may participate in plant production activities including soil and substrate preparation, planting, weeding, pruning, irrigation, pesticide application and harvesting; supervises the installation and maintenance of greenhouse and garden irrigation systems; applies pesticides and other pest management techniques and trains student applicators and volunteers in their safe and effective use; ensures organic farming and successful crop management practices are followed
- Demonstrates and trains students on operations and uses of farm equipment; responds to student questions regarding methods and techniques; provides clear and concise explanations and demonstrations to facilitate student understanding and reinforce instructor teaching.
- Plans, coordinates and oversees the maintenance and repair of greenhouse facilities including electrical, mechanical heating and cooling and other systems; oversees and coordinates the maintenance and repair of specialized equipment including tractors and tractor implements, aerators, fertilizers, sensors and irrigation systems and a wide variety of hand and power systems and tools used in farm, nursery and hydroponic plant production; researches vendors for price and quality; prepares purchase requisitions; submits requisitions under blanket purchase orders for major service and repair of equipment and for seeds, materials and supplies required for classroom, nursery, greenhouse and organic farm activities.
- Maintains safety in greenhouse and farm environments and ensures compliance with District safety practices; provides instruction and demonstrates safety procedures and the safe operations of farming equipment and tools to staff, students, student assistants and others; monitors to ensure safety procedures are followed; schedules training required for safety certification for employees; assists with the maintenance of required safety records according to regulations; maintains and updates Materials Safety Data Sheet notebooks as required by law; maintains accident report guidance documents and files of accident reports.
- Maintains a variety of records on nursery, greenhouse and farm production operations; maintains data and prepares binders and reports required to maintain the farm's organic certification; represents the District during CCOF and Country Agricultural Commission inspections.
- Plans for, coordinates plant production and organizes day-of operations and staffing for the Mother's Day plant sale, including such elements as signage, tenting, crowd control, and cash receipting and handling; plans, organizes and performs marketing for the weekly Cabrillo farmers market; ensures weekly harvesting by students is carried out using safe food handling practices;

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ensures refrigeration and transportation requirements are planned and scheduled.

- Demonstrates sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty and staff.

### OTHER DUTIES

- Stays abreast of trends and developments in agricultural technologies, methods and techniques.
- May participate on a variety of internal and external committees; interacts with agricultural and other community organizations.
- Performs related duties as assigned.

### Minimum Qualifications

#### EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- An understanding of, and sensitivity to, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation, of community college students, faculty and staff; **AND**
- Completion of an associate degree or certificate program in agricultural sciences, biological sciences, horticulture or a closely-related field, **AND**
- Five (5) years of agricultural, nursery or garden experience, at least year two of which were in a production setting; **OR**
- An equivalent combination of training and experience.

#### KNOWLEDGE, SKILLS AND ABILITIES

##### Knowledge of:

- Principles, practices, methods and techniques of crop production, including soil media and substrate preparation, crop selection, crop management, pesticide application, harvesting and storage including principles and practices of hydroponic farming and other new agricultural technologies.
- Principles, practices and methods of irrigation systems and their design, maintenance, control, troubleshooting and repair.

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- Staff scheduling issues as they apply to crop production operations in both greenhouse and farm environments.
- Proper preparation of fertilizers and pesticides, using accurate amounts and application techniques.
- Soil and plant diseases and pests common to the area and methods for their management or eradication.
- Applicable federal, state and local laws, rules and regulations [including OSHA rules and regulations if applicable].
- Principles and practices of sound business communication including proper English usage, grammar, spelling and punctuation.
- Safety policies, safe work practices and risk management methods applicable to the work being performed, including methods and procedures for the safe storage and disposal of pesticides.
- Basic supervisory principles and practices applicable to overseeing the work of students, student assistants and volunteers in greenhouse, nursery and farm settings.
- Applicable Administrative Procedures, Human Resources procedures and collective bargaining agreements.

### **Skills and Abilities to:**

- Plan, coordinate and oversee day-to-day operations of District horticulture programs in collaboration with deans and faculty to achieve instructional objectives while operating the greenhouse and organic farm as efficiently and profitably as possible.
- Assess work problems, evaluate alternatives and recommend or adopt effective courses of action in accordance with established policies and procedures.
- Organize, set priorities and exercise sound, independent judgment within areas of responsibility.
- Develop and implement appropriate procedures and controls.
- Understand, interpret, explain and apply applicable laws, codes, regulations, policies and procedures.
- Operate, maintain and demonstrate safe use of a wide variety of greenhouse and farm equipment, agricultural technologies and hand and power tools.
- Represent the District effectively in dealings with community organizations, professional associations and the public.
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.

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- Establish and maintain effective working relationships.
- Uphold the District's mission, values and objectives including equity and Guided Pathways.
- Support an inclusive work environment that fosters diversity, respect and engagement.

### **LICENSES, CERTIFICATES AND OTHER REQUIREMENTS**

- A valid California driver's license or ability to access and use alternative transportation.
- A valid QAL with Category D pesticide applicator's license issued by the State of California Department of Pesticide Regulations, **or the ability to obtain the license within the first three (3) month of employment.**
- Successful completion of Produce Safety Alliance Grower Training **or the ability to do so within the first three (3) month of employment.**

### **Additional Information**

#### **Application Process:**

1. Complete the application and all supplemental questions providing detailed information to aid in determining the minimum qualification requirements have been met
  - Include a minimum of three (3) professional references
  - List all current, relevant licenses and certifications (particularly those noted above) in the "Certification and Licenses" section of your application
2. Attach resume
3. (Encouraged but not required) Attach all unofficial transcripts for college coursework completed, if applicable, displaying any degrees conferred (photocopies, scans, photos, and downloads are acceptable)

**Please note:** All application materials must be received by 11:59 pm on the closing date indicated above.

### **Attention Applicants**

Only completed applications with the above required documents will be reviewed by the committee. Application materials not required (including cover letters and letters of recommendation) for this position will not be reviewed. Remove personally identifiable information such as personal photos,

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social security number, birth date, age, and gender from your application materials. Expenses related to the recruitment process are the responsibility of the applicant. **Cabrillo is unable to sponsor work visas.** A position eligibility pool may be established in order to fill other full-time, part-time, or substitute assignments as needs arise.

### Questions? Concerns?

Please contact Human Resources ([cabrillohr@cabrillo.edu](mailto:cabrillohr@cabrillo.edu)) as Departments, Divisions, and Committee Members are unable to discuss active recruitments with potential candidates.

### Selection Procedure

A search committee will review and invite applicants for an interview. Meeting the posted requirements does not guarantee an interview. A written performance exercise and/or presentation/demonstration may be a part of the interview, and finalists may be invited to return for a second interview. All notifications will be via email, and can also be accessed through your application profile.

### Conditions of Employment

Selected candidates given a conditional offer of employment are required to submit tuberculosis screening clearance results, proof of eligibility to work in the United States, and present their Social Security card upon hire (for payroll purposes). Cabrillo is an E-Verify employer.

### EEO Statement

Cabrillo College is an equal opportunity employer and actively seeks a diverse pool of qualified applicants. The policy of the College is to encourage applications from all persons. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, gender expression, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status or protected veteran status.

### Accommodations

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Human Resources at [cabrillohr@cabrillo.edu](mailto:cabrillohr@cabrillo.edu).



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**To apply, please visit**

<https://www.schooljobs.com/careers/cabrilloedu/jobs/4864452/horticulture-center-coordinator>

jeid-70645b606908d24ab7dc4931eab143d9

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

Horticulture  
Cabrillo College

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