



Vermont Garden Network Greenhouse Manager

Who We Are

The Greenhouse at Landry Park is a partnership between the City of Winooski and Vermont Garden Network (VGN) to center education and community in climate resiliency work. Inaugurated in March 2025, the Greenhouse at Landry Park serves as a propagation house to grow seedlings for community-based agriculture initiatives, as an outdoor classroom to offer hands-on workshops, and as a gathering space to host public events. The 800 sqft greenhouse is heated from March-May to allow for seed starting on pallet tables and season extension techniques allow for cultivation in raised beds during the shoulder seasons.

Position Summary

The Greenhouse Manager will oversee the production plan, infrastructure maintenance, and smooth running of greenhouse operations to serve VGN programs and community partnerships.

Primary Responsibilities

Production Plan

- Oversee the production of 6,000+ seedlings of annual vegetables, herbs and flowers
- Fulfill plant orders on scheduled days, including specified varieties and quantities
- Update seed starting calendars in response to program needs and environmental factors
- Diligently record seeding, potting up, and transplanting dates
- Monitor for pests and diseases; implement a management plan if necessary
- Determine watering requirements and ensure plant needs are met

Infrastructure Maintenance

- Control daily temperature and humidity requirements
- Follow maintenance protocols, identify and resolve repairs when necessary
- Oversee inventories, purchase materials, track expenses
- Maintain cleanliness and organization in all areas, including inside the greenhouse, around the hardening off area, wash station, and storage shed

Greenhouse Operations

- Closely collaborate with VGN staff responsible for educational programming
- Provide technical support for program participants during seed starting activities
- Ensure timely communication with staff and community partners
- Manage the flow of people, materials, and plants in/out of the greenhouse to keep the production plan on schedule, maintenance up to date, and overall operations in order

Skills & Qualifications

- At least two years experience managing or assisting with seed starting annual crops in a heated propagation house
- Prior experience with organic vegetable gardening or farming in Vermont

- Familiarity with greenhouse infrastructure - heater, vents, fan, side walls, shade cloth
- Manual dexterity for seeding and transplanting
- Ability to lift 50 pounds and stand for long periods of time
- Ability to work in an outdoor environment, including heat, cold, and humidity
- Detail-oriented and highly organized, especially with record-keeping and documentation
- Problem-solver and able to take initiative
- Quick learner, self-motivated, able and willing to work independently
- Excellent time management skills and able to prioritize tasks
- Proficient in Google Workplace, with an emphasis on spreadsheets
- Cross-cultural communication skills and ability to work with diverse populations

Work Schedule & Location

The employment period for this position is from March to June, working on average 10-15 hours per week. Availability to work early mornings is essential, with flexibility around exact work hours and days. Weekend shifts will be scheduled with advanced notice and in rotation with other staff.

This position is based at the Greenhouse at Landry Park, in Winooski, Vermont.

Compensation

Hourly wage: \$20-22, commensurate with experience.

To Apply

Please include a cover letter, resume, and contact information for two professional references, emailed to carolina@vtgardens.org

Vermont Garden Network (VGN) is an Equal Opportunity Employer and does not discriminate on the basis of race, color, sex, national origin, sexual orientation, religion, age, or disability in employment. We are committed to diversity of life experiences and backgrounds among our staff, board members and volunteers.