

# NORTH SHORE COMMUNITY GARDEN SOCIETY



## Community Garden Coordinator Job Description

### GENERAL

As contact person for the garden, Community Garden Coordinators are responsible for ensuring the garden is properly maintained as outlined in North Shore Community Garden Society (NSCGS) Guidelines, and the appropriate Municipal Agreement (see: Appendix A). These responsibilities will be shared between Coordinators who may in turn choose to delegate specific tasks.

In recognition of their contribution to the management of the garden, Coordinators have priority in choosing from available plots within their garden.

### RESPONSIBILITIES

#### 1. Recordkeeping

- a. Maintain a list of gardeners
  - contact information - name, address, email, phone number(s)
  - role within the garden (compost captain, perimeter gardener, etc.)
  - assigned plot details - size, cost, paid
  - list for internal plot transfers
- b. Maintain wait list for garden plots
  - contact information - name, address, email, phone number(s)
  - position on wait list, date added
  - supply hard copy to Board as of April 1 each year
- c. Maintain financial tracking (see: 2. Financial)
- d. Collect and retain signed Guidelines from gardeners
- e. Provide monthly Garden Coordinators Report through Google Drive for monthly NSCGS Board Meetings

#### 2. Financial

- collect annual dues for plots (see: Garden Guidelines, "Plots" - "Fees")
- provide receipts for garden fees if requested
- deliver balanced recap to NSCGS Treasurer when all monies have been collected
- maintain and balance garden petty cash account, as per Petty Cash Agreement

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## 3. Garden Operation and Maintenance

- a. Assign plots from the wait list as they become available (see: Garden Guidelines, "Plots" - "Process")
- b. Organize regular work party sessions for the garden and provide a list of tasks to be accomplished during each session (see: Garden Guidelines, "Garden Member Responsibilities" - 2. Garden Maintenance)
- c. Communicate with gardeners regarding:
  - proper upkeep of plots and work to resolve issues that may arise with or between gardeners (see also: 5. Liaise with North Shore Community Garden Society Board of Directors)
  - participation in scheduled work party sessions and completion of tasks related to plot/garden maintenance
- d. Deal pro-actively with any issues that may arise within the garden, e.g. vandalism, animals, and other disruptions to garden activity
- e. Monitor, maintain and respond to emails in each garden specific gmail account
- f. Attend Garden Coordinator meetings as scheduled

## 4. Public Outreach

- a. Coordinate a minimum of two events per year that are open to the public, such as:
  - seed-trade
  - plant sale
  - seasonal festivals
  - garden tours
  - workshops

These events be in conjunction with other community gardens.

- b. Provide information regarding community gardening, when requested:
  - contact information for community gardens
  - gardening initiatives and associated events
  - for news items and other media enquiries
  - for City delegations and tours

## 5. Liaise with the North Shore Community Garden Society Board of Directors

- attend Annual General Meeting (AGM)
- attend NSCGS board meetings if requested, and if interested
- refer to NSCGS Vice-President issues that cannot be resolved within the local garden