

JOB DESCRIPTIONS IN COMMUNITY GARDENS



(ADAPTED FROM GARDENING MATTERS AND THE
COMMUNITY ACTION COALITION OF SOUTH CENTRAL WISCONSIN
COMMUNITY GARDEN ORGANIZER'S HANDBOOK.)



JOB DESCRIPTIONS

COMMUNITY GARDENS DEPEND ON GARDENER'S WILLINGNESS AND ABILITY
TO TAKE RESPONSIBILITY FOR A NUMBER OF IMPORTANT TASKS.



Garden co-leaders: Primary contacts for the garden.

Coordinate and facilitate all garden activities and meetings. Recruit gardeners for various jobs. Provide leadership and guidance for gardeners and volunteer positions below. Identify and recruit new garden co-leaders. Chair the garden's leadership team.



Leadership team: Comprised of the garden co-leaders and at least three other gardeners. Responsible for reviewing, editing and enforcing all gardener guidelines.



Plot coordinator: Organizes spring registration, makes plot assignments and garden map, collects gardener applications and manages the waiting list. Creates spreadsheet or other files for gardener contact information.



Grounds crew: Maintains the garden's common areas. Mows grass, clears pathways and removes trash.



Maintenance crew: Maintains tools, equipment, hoses and raised beds.



Supply crew: Maintains supplies of common garden materials such as compost, mulch, tools and hoses.



Composting crew: Maintains and oversees the composting and compost bins. Provides gardeners with clear composting instructions via signs, verbal communication, workshops, emails or memos.










Events crew: Coordinates regular and special garden events including work parties, neighborhood parties and educational workshops.



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-  **Treasurer:** Collects plot fees, maintains garden accounts, writes checks.
-  **Communications crew:** Revises and assembles the Gardener's Welcome Packet with leadership team. Writes and distributes garden newsletter or blog. Communicates with gardeners through email, phone calls or mailings about garden news, meetings and events.
Maintains garden bulletin board.
-  **Outreach and community relations:** Maintains positive relations with neighbors. Ensures that neighbors are involved in and supportive of the garden. Coordinates social events for neighbors and gardeners with events crew.
-  **Horticulture advisers:** Possess gardening experience and a willingness to share it with gardeners. Mentor new gardeners, circulate new gardening resources, and coordinate gardening workshops with events crew.
-  **Monitors:** Ensure that all plots are being used and maintained at acceptable levels according to the Gardener Guidelines. Contact gardeners who either appear to have dropped out or are not keeping their plots maintained. Communicate with the registrar about available plots.
-  **Security:** Works to minimize theft, vandalism and other unwanted activities.
-  **Translation:** Provides translation for gardeners, garden literature and signs. May also make arrangements for others to provide translation.

Note: This is only a list of examples / ideas.



You need to assess and decide for your own garden which roles and functions will be really useful and necessary for the proper functioning.

Several roles can be assigned to a single person. And to empower the whole team it is useful to take care of the functions in turns (for example every 6 months, every year)