

# NORTH SHORE COMMUNITY GARDEN SOCIETY



## 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. 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 initially choosing from available plots within their garden upon joining the garden as a new coordinator, or upon assuming the coordinator's role if they are currently a member of the garden. Any subsequent plot moves by a coordinator must be done in the same manner as any other gardener; they must put their names on the internal transfer list, and wait for their turn to move to another plot.

Coordinators are asked to make a minimum 2 year commitment to this role. Coordinators who receive a garden plot must fulfill the two year commitment to keep their plot. If not completed, they will be given 14 days to vacate their plot.

### 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
  - Ensure master list, internal transfer and wait list is up to date by May 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, as well as any other reports or communications requested by the Board or their liaisons.
- f. Provide information and updates on garden events to be posted on the website.

#### 2. Financial

- collect annual dues for plots (see: Garden Guidelines, "Plots" - "Fees")
- provide receipts for cash garden fees if requested by gardener
- deliver **balanced recap (format provided by NSCGS Board)** to NSCGS Treasurer by deadline and remit any subsequent fees collected during the year within two weeks of collection
- maintain and balance garden petty cash account, as per Petty Cash Policy

#### 3. Garden Operation and Maintenance

- a. Assign plots from the wait list as they become available (see: Garden Guidelines)
- b. Organize regular work party sessions for the garden and provide a list of tasks to be accomplished during each session

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- c. Communicate with gardeners regarding:
  - proper upkeep of plots and work to resolve issues that may arise with or between gardeners
  - 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 a timely manner in each garden specific Gmail account
- f. Attend Garden Coordinator meetings as scheduled
- g. At least one coordinator per session should be in attendance for each Master Gardener series held in their garden

### 4. Public Outreach

- a. Coordinate a minimum of one event per year that are open to the public, such as:
  - seed-trade
  - plant sale
  - seasonal festivals
  - garden tours
  - workshops(These events may be in conjunction with other community gardens or organizations)
- b. Provide information regarding community gardening, when requested:
  - contact information for coordinators and board members (but not individual gardeners)
  - 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/or if interested
- refer to NSCGS Board-Coordinator liaison for any issues that cannot be resolved within the local garden