

Job Descriptions

Community gardens need every gardener to take a responsibility for a variety of different tasks. Here is a suggested list of different roles garden members can take on to help the division of labor.

Garden leader: Serves as main contact between garden and community. Makes sure each gardener has a job. Works to recruit new gardeners. Provides guidance for leadership team, plot holders, and volunteers.

Leadership team: Consists of the garden leader and three other gardeners. Works to edit and enforce all gardener guidelines. Responsible for soliciting donations, organizing garden layout, and scheduling meetings.

Treasurer: Collects and organizes plot fees, oversees garden bank accounts, and writes checks (tools, water, wood, etc).

Garden expert: must have at least 3 years of active gardening experience and can convey information to other gardeners regarding planting methods, pest and disease control, and harvesting. Makes relevant information available to hang on bulletin board. Available to mentor new gardeners.

Plot coordinator: Oversees plot applications. Assigns plots and makes garden map. Organizes all gardener information and makes accessible to other gardeners. Keeps plot holders accountable by calling gardeners who aren't tending to their plots. Can remove gardeners if necessary.

Grounds team: Maintains the garden's common areas. Mows grass, clears pathways, and removes trash. Regularly cleans shared tools, equipment, and hoses.

Composting team: Manages compost bins and system. Makes sure gardeners are aware of composting system with clear instructions via flyers, signs, or verbal communication. Explains who can use composting and how much is available. May host instructional workshop for gardeners about how to compost.

Events team: Plans regular events (weekly garden worknights, community yoga in the garden, monthly workshops) and special events (harvest party, movie night, canning party).

Communications team: Manages and circulates newsletter or blog about garden. Stays in communication with gardeners through email, phone calls, and meetings. Oversees garden bulletin board and makes sure to include information about neighborhood organizations and events.

Outreach and community relations team: Ensures that neighbors are included in garden events and planning. Can attend neighborhood association meetings to publicize the garden. Plans social events in the garden for neighbors with events crew.

Security: Works to decrease vandalism and theft in the garden by installing locks, cameras, and signage.

Job Sign-up and Contact Sheet

Job	Name(s)	Telephone	Email
Garden Leader			
Leadership Team			
Treasurer			
Garden Expert			
Plot Coordinator			
Grounds Team			
Composting Team			
Events Team			
Communications Team			
Outreach Team			
Security			

Garden Map

(Once plots are decided)

	A	B	C	D	E
1					
2					
3					
4					
5					
6					
7					
8					

Event Calendar

Event	Date and Time	Location	Objectives
Planning Meeting			Prepare welcome packets. Plan for upcoming growing season. Evaluate values and purpose of garden. Assign leadership roles. Make plan for registration.
Registration			Distribute registration packets. Receive applications. Assign plots and jobs. Collect plot fees. Meet new gardeners. Make donated seeds available.
Opening Day			Make sure water is turned on. Ensure toolshed is unlocked. Host opening party potluck. Troubleshoot any issues regarding plot organization or tilling.
Workdays			Clean garden. Work on communal projects. Advise new gardeners. Hosted weekly or bi-weekly.
Closing Day			Clean plot for coming year. Make sure everything is harvested. Confirm future plot assignment.
Workshops			Acquire new gardening skills. Reach out to extension office or other organization for skilled presenters. Ask plot holders to host workshops. Make hands-on.
Social Events			Plan event at least 1 month in advance. Publicize in local newspapers, radio, news. Prepare accommodations. Introduce community members, participants, or gardeners.

FAQ

These questions arise for many different gardens. The answers may vary garden to garden based on what the co-leaders think best. They are included to help gardeners decide which practices and policies will be used at their community garden.

- What is the garden plot fee? Do I need to pay it before a certain date each year? Who do I pay?
- How big is the plot? Are raised beds available?
- How many plots can I sign up for?
- What tools are available at this site?
- Are volunteers available to help weed my plot or take care of common areas?
- Which events or meetings are required for me to attend?
- Can sprinklers or hoses be left on if I leave the garden?
- How much water am I able to use? Does the garden have rain barrels?
- What happens if the plot hasn't been used by a certain date?
- What happens if a plot gets too many weeds or isn't maintained? Do you give "weed warnings"?
- How does the compost system work? Can I bring produce from home to contribute? Can I use the compost at the garden in my plot?
- Is the garden organic? If so, what kinds of disease and pest management do you recommend?
- Are pesticides allowed? If so, which kind?
- How much time per week should I plan to spend at the garden?
- Where can I get gardening advice?
- What should I do if I see theft or vandalism?
- What is the protocol if I am harassed or threatened in the garden?

Sample Gardener Guidelines

The community members of this garden have agreed on the following set of rules. Please direct any questions or comments to the garden leadership team.

1. All gardeners must complete an application form and pay a fee of \$_____ by _____.
2. All gardeners must sign up for one of the jobs or jobs crews listed on page 8.
3. Garden meetings and work parties occur frequently throughout the season. All gardeners should attend to get to know the other gardeners and help keep the garden in good shape. If you cannot attend a scheduled meeting, please let the garden leadership team know at least 24 hours in advance.
4. All gardeners must take care of their plots. If a gardener is unable to tend to their plot due to an absence, they should contact a garden leader or the garden monitor. If the garden leaders cannot contact the absent gardener and their plot is untended, it may be reassigned to another gardener or mowed over.
5. All gardeners must clean their plot of plants and other materials (wooden trellis, string, etc.) by the end of the season. If a gardener's plot is not cleaned by _____, they may lose their plot for the next season.
6. Place weeds and dead plants in the compost bin. Diseased plants should be bagged and discarded.
7. All gardeners should pick up litter if they see it.
8. Do not plant tall plants and vines in locations that may interfere with or shade adjacent plots.
9. Do not pick or harvest from another person's plot.
10. Do not plant illegal plants. Violators may be subject to a fine and immediate removal from the garden.
11. Do not leave the water running attended. Violator may be subject to a fine to cover water bill costs.
12. Do not smoke or chew tobacco in the garden.
13. Do not bring pets, drugs, or alcohol into the garden.
14. If a gardener brings their child to the garden, they must supervise them.
15. All gardeners should only garden during daylight hours for safety purposes.
16. All gardeners should report instances of theft or vandalism to the garden co-leaders.
17. All gardeners should use common courtesy in dealing with their neighbors.
18. Any violators of gardener guidelines will be given a week to address the violation. If a problem persists, the violator may lose their plot and future gardening privileges.

Community Gardener Application

1. Gardener Name: _____
2. Partner Gardener, if applicable: _____
(they will need to complete a separate application)
3. Plot Number: _____
4. Address: _____
5. Phone: _____
6. Email: _____
7. Are you a returning gardener? Yes _____ No _____
8. Number of plots this year: _____ Fee/plot: \$ _____ Total fee: \$ _____
9. Please sign up for at least one of the following garden jobs (descriptions listed on page 3):

<input type="checkbox"/> Garden Leader	<input type="checkbox"/> Plot Coordinator	<input type="checkbox"/> Communications Team
<input type="checkbox"/> Leadership Team	<input type="checkbox"/> Founds Team	<input type="checkbox"/> Outreach Team
<input type="checkbox"/> Treasurer	<input type="checkbox"/> Composting Team	<input type="checkbox"/> Security
<input type="checkbox"/> Garden Expert	<input type="checkbox"/> Events Team	
10. Photo permission: Occasionally other garden plot holders, garden leaders, media, and organizations may take photos of the garden.
 Check here if you do **NOT** give your permission for your photo to be published.
If you do not give permission, you are required to inform photographers if you see them in garden.
11. It is required to share your phone and email with garden leaders. Additionally, a gardener phone and email list is shared with other garden members.
 Check here if you do **NOT** give your permission to share your phone and email with all garden members. It will still be shared with garden leaders.

By signing below, I agree that I have reviewed the Gardener guidelines and fully understand them and the consequences of their violation. I also understand that the garden group or property owners can not be held liable for consequences of my own actions. I agree that in the event of damage or injury I will hold harmless the garden group and owners of the land.

Signature _____ Date _____