



## **BOSTON COMMUNITY GARDENS ROLE OF THE GARDEN COORDINATOR**

- Manage the social structure of the garden; including plot assignments and wait list, garden rules or social contract, scheduling of meetings, events, and workdays, communications, social media, and information sharing among gardeners. (At minimum, host annual spring meeting.)
- Monitor plots and efforts of gardeners. Provide coaching, feedback, and enforcement as needed to maintain a well-cultivated garden with minimal disease, weeds, and pests.
- Welcome all people from diverse backgrounds and abilities into the garden, for the purposes of gardening, passive enjoyment, and/or participation in programs and events.
- Communicate with Trustees staff regarding annual operational function of the garden, maintenance and repair needs, garden-based programs and events, emergency situations, and social situations or personality conflicts requiring Trustees management.
- Record gardener contact information and provide this information to The Trustees Stewardship Manager annually following spring plot renewals.
- Manage garden finances, including annual dues collection from gardeners, banking, budgeting, and/or approving expenses for garden-based projects, supply needs, and social events. Submit operating fees (\$30/plot) to The Trustees Stewardship Manager annually following spring plot renewals.
- Encourage, track, record, and submit to The Trustees garden-based volunteer hours, including organizing efforts of coordinator(s) and those of the gardeners engaged in projects beyond their own plot cultivation.
- Attend bi-annual coordinators' meetings organized by The Trustees.
- Share with gardeners all operations and programming information provided by The Trustees in a timely fashion. Encourage membership support from the gardeners for the wider network of community gardens across the City.
- Communicate news, conflicts, concerns, and changes (observed or proposed) in immediate neighborhood to The Trustees.
- Represent Trustees as a key volunteer for our community garden network with all partners, city and state officials, donors and funders.
- Run any external partner requests to host programs or events through The Trustees, help secure membership support or rental fees to support the community garden network.