

Community Garden Job Descriptions

We have compiled job descriptions from other Twin Cities gardens to help you organize and keep the garden going strong! These are grouped into nine categories with specific job titles and descriptions below each category. As you can see there are many ways to describe garden jobs – and these will give you some good ideas!

CATEGORIES

- ✧ Coordinator
- ✧ Garden Maintenance
- ✧ Maintenance & Repair
- ✧ Events
- ✧ Membership & Plots
- ✧ Outreach & Community
- ✧ Water
- ✧ Pest Control
- ✧ Supplies

Coordinator – organize and facilitate all activities in the garden, lead contacts for the garden, manage gardeners and relations with community, other organizations, etc.

- ❑ Section Manager – coordinate care and gardener relations of specific sections of the garden
- ❑ Co-coordinators - As the name implies, the two garden coordinators coordinate and facilitate all activities at the garden. They are the lead contacts for the garden to outside organizations. Duties include recruiting gardeners to fill needed roles including the Grounds Committee and future coordinators, and calling meetings and activating the phone tree as needed

Garden Maintenance – care and maintenance of common areas, pathways, borders, common gardens, etc.

- ❑ Garden Mowers – mow in and around the garden (see side box for full text)
- ❑ Community Circle Managers- (3 people) these people will plant the community circle, water and weed it during the growing season and help distribute the vegetables to community food shelves
- ❑ Garden Beauty Managers-(4 people) This group will plant, maintain and plan the perennial and annual plants in the garden. People with knowledge of plants as well as those who want to learn would be welcome at this job.
- ❑ Beauty and Order Managers -this group (3 people) will keep the grass cut, handle the garbage, manage the compost bins and keep the garden free of litter.
- ❑ Flower Garden Maintenance - Renew existing flower gardens and help establish larger perennial bed rear front entrance. Cut and remove sod, dig up garden beds, and haul soil amendments, and mulch. Edge and weed borders and beds. Plant annuals, perennials, and bulbs in existing and new garden areas. Water and mulch plantings, deadhead spent flowers, and remove dead annuals in fall.
- ❑ Work Day Leaders
 - ✓ One week before the workday, call all the people signed up for the workday and let them know what time to meet.
 - ✓ Send a reminder message to the general garden list.
 - ✓ Find out from a Grounds Committee member what the tasks will be.
 - ✓ Give direction to workers as they arrive for the workday.
 - ✓ Collect a list of names of who showed up. Afterwards, pass the list on to the General Work Day coordinator or the Registration Coordinator.

Dear **Garden Mowers**:

Thank you for helping with this essential job! You are responsible for mowing the entire garden, including the paths between the plots, and the front boulevard between the flower beds and Robbins. It takes just under an hour.

The dates listed are all SATURDAYS. Please mow the garden sometime during the week that ends with the Saturday listed next to your name.

If you have a conflict during your scheduled week, please trade with an Alternate, named at the bottom of the list. If an Alternate is not available, swap directly with another Mower.

[description of where the mower is stored, and how to start it. what to do if the mower doesn't work]

PLEASE WALK THROUGH THE GARDEN PRIOR TO MOWING TO REMOVE ROCKS OR OTHER HAZARDS IN YOUR PATH.

No one under 18 is allowed to mow the garden--so please, don't give this responsibility to your children. (from St. Anthony Park Community Garden, St. Paul)

- ❑ Grounds Committee - their primary task is to identify priority areas for common area maintenance and to plan workday tasks. (see side box for full text)
- ❑ Spring & Fall Clean-up Days/Ongoing Debris Clean-up - Pick up litter, perform seasonal chores (weeding, raking, hauling debris, moving water barrels) and maintenance as needed. Must be available May 6th and Oct 14.
- ❑ Pathway Maintenance - Mow common areas and common paths (power weed trimmer provided), replace wood chips at entrances and remove weeds growing in asphalt paths. Must be available two hours each session, twice per gardening season

Grounds Committee

The primary task of the Grounds Committee is to identify priority areas for common area maintenance and to plan workday tasks.

April

- Recruit coordinators for each of the workdays.
- Plan common area priorities for the first two months of workdays.

May-September

- Do what is needed to make workdays successful.
(Soo Line Community Garden)

Maintenance & Repair – purchase and repair of structures and equipment, tools, benches, trellises, sheds, hoses, etc.

- ❑ Tools of the Trade Manager- This handy person will oversee the equipment (minus hoses) of the garden. Keeping tools repaired and purchasing new tools as needed. This person will also, with help, build a tool storage box for the tools.
- ❑ Properties coordinator - This person coordinates any repair or replacement of tools, shed, water house, benches, and existing signs.
- ❑ Water – Maintenance 'Engineer' (3) - Work with the Water Coordinator to maintain water barrels, lids, hoses and hardware in good condition. Make minor repairs.
- ❑ Shed and Wildlife House Maintenance - Regularly inspect the shed, the hose kiosks, and the bird and bat houses for damage and inform the coordinator if repairs are needed. Assist in making repairs, if needed, and weed around shed.
- ❑ Tool Maintenance - Regularly check tools in the shed, the hose kiosks, and the bird and bat houses for damage and inform the coordinator if repairs are needed. Assist in making repairs, if needed, and weed around shed.
- ❑ Hauling/Delivery - Haul larger items, get compost as needed. You will need a truck or large vehicle.
- ❑ Special Project: Shed Repair - Remove and replace shed siding. Remove door, construct frame and hang door; construct and install door overhang. Mount kiosk to the door. Cut, paint and install wooden trim around siding, window and door. carpentry experience necessary.

Events – develop and coordinate garden and community events

- ❑ Events Coordinator- This person will organize pot lucks, national night out and any other events throughout the year.
- ❑ Events coordinator - Work with other gardeners to plan any desired events, especially potlucks. Also consider a spring and fall perennial swap to which the neighbors could be invited.
- ❑ Wood chips - Call to have wood chips delivered as needed to keep a pile available by the main gate. Be sure to have a good supply at the end of May because they are harder to get in summer.
- ❑ Special Events: plant sale - Help set up tables and set out plants. Answer questions about varieties and plant culture. Must be available May 13.
- ❑ Special Events: Heirloom Festival - Shop for food service items week of event. Help prepare food and display items the night before event. Help set up tent, tables and displays, provide assistance during event. Help set up tables and displays, provide assistance during event, and help clean up. Must be available August 18-19.



Membership & Plots – recruit and manage garden members, assign plots, manage plot usage

- ❑ Repo Crew – restore abandoned plots (see side box for full text)
- ❑ Plot assignments and membership coordinator – maintain member contact info and plot assignments, plan plot sign-up, maintain waiting list, coordinate orientation day for new gardeners
- ❑ Plot and Path Surveying - Measure plots, pound durable garden stakes

Dear **Repo Crew**:

Thank you for helping with this essential job! You are responsible for coming to the aid of gardeners who have lost control of their gardens, for reasons of illness, personal upheaval, etc. You are alternately responsible for helping to restore gardens that have been abandoned.

When section managers notice that a garden has been untouched, they will attempt to contact the gardener to ascertain why this is so. If the gardener asks for help or chooses to relinquish their plot, you will be called by the Repo Crew Coordinator, *[name]*, to gather for weeding, mulching, tilling, mowing... whatever it takes to make the garden usable again.

Many hands make quick work of a garden gone bad.

Hopefully, we'll have little need for our new committee. We wish our gardeners good health, good luck, and good growing!

(from St. Anthony Park Community Garden, St. Paul)

Outreach & Community – create garden newsletters, public relations, website maintenance, food shelf relationships

- ❑ Newsletter Crew – Work with Newsletter Coordinator to create and send out newsletter. Newsletter goes out about once a month and job description mentions each major event for the garden group during the season.
- ❑ Community Circle Managers- (3 people) these people will plant the community circle, water and weed it during the growing season and help distribute the vegetables to community food shelves
- ❑ Garden Historian- This person will document the activities of the garden through photographs and any newspaper articles about the garden and keep them in a scrap book. This person must be someone who regularly attends events.
- ❑ Community Relations Coordinator - This person coordinates several gardeners to make sure that the garden's viewpoint is represented at meetings of the Whittier Alliance, Greenway Coalition, Minneapolis Community Development Agency (MCDA), Hennepin County, and any other relevant organizations. Maintain communication with these groups.
- ❑ Voice Mail monitor - Check the garden voice mail on an almost-daily basis in spring and summer, and weekly in fall and winter. Arrange to have someone else do it if you will be out of town. The person who monitors voice mail should be the same as the membership coordinator, because that is what most of the calls are about.
- ❑ Surplus Produce Distributors - Collect donated produce from the Garden on a regular basis and deliver to area food shelves. The program will run from June 2 - September 29. Pickups occur Monday-Wednesday-Friday mornings, and Saturday morning. You must be committed to picking up produce and making deliveries on your assigned days.
- ❑ Special Project: Garden Plot for Food Donation - Prepare beds for planting: hand dig, add soil amendments. Plant bed and keep it mulched, watered and weeded throughout the season. Pick produce regularly and place in donation boxes. Clean up plot at end of season.

Water – regulate water usage, keep garden well-watered

- ❑ Keepers of the Waters- 4 very responsible people to fill the water barrels, manage the hoses and provide access to the hoses at specified times during the growing season. I would also like these people to monitor our water usage during the growing season.
- ❑ Water - Filling Barrels - Check and fill water barrels at least once per month, as assigned and report hours to group leader.



Pest Control – monitor, report and treat for pest problems including weeds, insects and animal pests

- ❑ Weed Haulers – removing weeds/brush, take to compost
- ❑ Woodchuck Warriors – baiting and trapping small animals in garden (see side box for full text)
- ❑ Weed Monitor – watch for untended plots, monitor for weeds in plots and paths, contact appropriate people with deadlines for cleaning up the area
- ❑ Weed Plot Monitoring - Check plots for overgrown weeds, trees, problems with paths. Do follow-up monitoring. Check gardens in spring to make sure they are planted, and in fall to make sure they're cleaned up. Inspections will occur 6/24-7/2, 7/29-8/6 and 9/2-9/9

Supplies – secure seeds, plants, woodchips, dumpsters, etc. for the garden season

- ❑ Plant Donations Crew- this group of 3-4 people will go to the various plant and seed donations, collect plants and seeds and supervise their distribution and care. This would be a good position for someone who has time during the mornings and afternoons during the workweek.
- ❑ Water and Dumpster Monitor – get water turned on in spring, off in fall; get dumpster delivered, emptied regularly and removed in fall

Dear **Woodchuck Warriors**:

Thank you for helping with this essential job! You are responsible for baiting and setting the small animal traps scattered throughout the garden. Each time you visit the garden, please check the traps to see if any animals have been caught. There are at least four traps in the garden, and we try to keep them spread across the north end where most animals live.

If you find a live woodchuck in a trap, pick the trap up by the handle and put it in your car. Take the trap to Animal Control (Hours and address below). Personnel there will remove the animal and return the trap to you. Replace the trap, re-bait, and revel in a job well done. Each time you trap an animal, please call the Woodchuck Warrior Data Specialist, *[name]*, and leave her a message regarding what you trapped, when, and where. We'll use this data to improve our warrior skills.

BAIT that the Chucks adore:

- Broccoli leaves and chunks
- Sliced Apples
- Carrot tops
- Lettuce

Chucks (aka ground hogs, whistle pigs) prefer fresh foods, so topping your harvested plot vegetables to use as bait is a great idea.

You may find a skunk or a rabbit in the trap. Rabbits, just let it loose, you can do that. If you trap a skunk, call animal control for advice on releasing it. Take care to not get sprayed! Please!

[St. Paul Animal Control information listed here]

(from St. Anthony Park Community Garden, St. Paul)

Special THANKS to the garden groups who shared their job descriptions in the spring of 2006!

❖ *Dowling Community Garden, Minneapolis*

❖ *St. Anthony Park Community Garden, St. Paul*

❖ *Midway Community Garden, St. Paul*

❖ *Soo Line Community Garden, Minneapolis*

*If you have some job descriptions you would like to share,
please send them our way and we'll add them!*