

## **Sycamore Community Garden Manager Job Description –September 2019**

Most of the work of this job occurs in spring and summer.

The garden manager tasks and responsibilities include:

1. Plot management
  - a. Data entry of registrations and any changes made later
  - b. Keep track of unused gardens and assign them to people who ask for second plot (using process approved by Board)
  - c. Use of plot list to solve problems such as unused gardens or plot disputes.
2. Communication with gardening community (with help of paid liaisons and translators):
  - a. Get out notices and spread word (in whatever ways are appropriate and effective) of Lottery, Registration, Plant Giveaway, Compost or Fertilizer giveaways
  - b. Communicate with gardeners who are not following the rules (e.g. planting in pathways, not putting trash in cans, not putting garden debris in designated spaces)
  - c. Solicit input from gardeners on how to improve garden
  - d. Solicit input from gardeners on how they can take more responsibility for tasks
3. Event Management (Fall/Spring Registration, Lottery, Seedling and compost/fertilizer giveaway and any other special events, like Cooking Classes)
4. Public relations/Outreach with wider community
  - a. Reply to information requests through website and email
  - b. Be able to speak on behalf of the Garden
  - c. Receive mail and response or handle it appropriately
5. Liaison with NHTI
  - a. Respond to requests for information from NHTI
  - b. Coordinate on site events with NHTI calendar manager
  - c. Manage waivers requested by NHTI (get them signed and account for them)
6. Garden management: Research and purchase items, and manage problems in these areas:
  - a. Tool management
  - b. Pathways management
  - c. Pest management (woodchucks, insects, etc)
  - d. Soil enrichment
  - e. Trash management
  - f. Well maintenance
  - g. Porta-potty maintenance
7. Fundraising and grant writing (with help from the Board committee) and administration of grants.

8. Attend meetings of Board and, as requested, of Steering Committee.

The garden manager should possess these skills and attributes:

Skills:

1. Gardening skills
2. Ability to train gardeners to take over tasks (like well maintenance)
3. Communication skills
4. Computer skills including Word and Excel
5. Research skills to support smooth functioning of garden

Characteristics/attributes:

1. Background with gardening helpful
2. Background with New Americans helpful
3. Creativity
4. Resourcefulness
5. Accuracy in recordkeeping
6. Enjoy working with people of other cultures

**Send letter of interest and resume to [SycamoreCommunityGarden@gmail.com](mailto:SycamoreCommunityGarden@gmail.com) by September 30, 2019.**