PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland

Volunteer Garden Manager Position Description

Purpose: Garden Managers act as the liaison between gardeners and program staff. They help communicate program policies to gardeners, encourage community involvement, and support the garden as an attractive, productive community asset. They play a critical role in fostering a sense of community in the garden and helping new gardeners integrate into the community.

Recruitment/term: Volunteer Garden Managers and Co-Managers are self-selected or recruited by program staff and outgoing managers. Volunteer Garden Managers are encouraged to commit to one full garden season and each fall will have the option of continuing onto the following year or assisting in recruiting a replacement.

Time Commitment: Minimum of one season ending in December. Approximately 8-16 hours/month, duties can be shared between co-managers.

Roles and Responsibilities

Policies and Procedures

- Be knowledgeable of Community Gardens Policies and Procedures and promote best practices at garden: http://www.portlandonline.com/parks/index.cfm?c=39846&a=372681
- Work with program staff and gardeners to ensure policies are upheld at the garden
- Track and report volunteer hours to staff in July and November

Communication

- Send emails to gardeners and staff using provided Gmail account to notify gardeners of program updates, policies, activities, volunteer and educational opportunities
- Update bulletin boards to communicate with gardeners who do not use email
- Orient new gardeners to the site
- Encourage direct communication and problem-solving among gardeners and refer conflict situations to program office for resolution when needed
- Attend quarterly garden manager meetings with program staff

Site Management

- Notify program staff of critical maintenance needs (e.g., broken lock, leaky faucet, etc.)
- Request supplies for garden (e.g., tools, wood chips and mulch)
- Assess garden plot activity and report non-compliance of program policies to staff (e.g., abandoned plots). Communicate plot turnover or abandonment to program staff
- Coordinate maintenance of common areas, pathways, and plantings via gardener work parties

Community Building and Events

- Coordinate general garden, volunteer, and educational opportunities at garden site
- Organize community activities and events (e.g., quarterly work parties, gardener gatherings, or potlucks)
- Delegate and broaden site leadership, recruit volunteers to assist with special projects (e.g., Produce for People, lead work parties, communication to gardeners without email)
- Encourage gardeners to work together (e.g., facilitate introductions and communication among gardeners)