



## **Volunteer Produce for People (PFP) Coordinator Responsibilities**

**Purpose:** The PFP Coordinator works with their volunteer Garden Manager to coordinate a food donation program at their garden. They communicate opportunities to fellow gardeners, build relationships with recipient agencies, coordinate produce collection and deliveries, acquire necessary resources, build a volunteer team, record donations and report them to the office.

**Recruitment/term:** The PFP Coordinator is self-selected or recruited by staff or the garden manager. The coordinator is encouraged to commit to one full garden season and may continue the following year.

**Time Commitment:** The position requires approximately 8-16 hours per month throughout the season. Duties can be shared between multiple coordinators and delegated to garden volunteers.

### **Roles and Responsibilities**

#### **Build Relationship with Partner Agency**

- Identify a neighborhood hunger-relief agency that accepts produce donations
- Determine:
  - Agency days and hours for receiving donations
  - Requirements for donations or special requests
  - Ability to weigh produce and document with a receipt
- Visit Oregon Food Bank website for more information and suggested donation sites:  
<http://oregonfoodbank.org/Give-Food/Plant-a-Row-Program>
- Check in with partner agency throughout the season and ask for feedback

#### **Communication and Outreach**

- Communicate opportunities for getting involved to fellow gardeners and encourage participation by creating signs, flyers, newsletters, etc.
- Encourage gardeners to plant an extra row and donate produce from their plots
- Coordinate gardening activities for PFP-designated plot (planting, weeding, watering)
- Develop a PFP Volunteer Team and delegate tasks

#### **Coordinate Produce Collection & Delivery**

- Establish annual produce donation goal and plan for meeting goal
- Identify and obtain resources needed for the garden plot (plants, seeds, fertilizer)
- Attend Spring and Fall PFP Coordinator meetings to get resources and learn from successful models
- Establish a pick-up/delivery schedule and communicate to gardeners
- Designate a produce donation collection area in the garden and communicate donation guidelines to gardeners
- Coordinate produce delivery to your partner agency

#### **Track Produce Donations**

- Record weight of all food donated in the donation log
- Report total amount donated and turn in receipts to Community Gardens staff by November 1. Donations are tallied from November 1 – October 31.

