Community Gardens of Tucson

Cultivating Community through Gardening

January, 2019

SITE COORDINATOR RESPONSIBILITIES

Site Coordinators are the "on the ground" representatives of our CGT organization and are the primary contact between gardeners and the CGT Gardens Manager and the CGT Board.

It is the Site Coordinator’s job to keep the garden running smoothly. The Site Coordinator need not do all of the tasks him- or herself, but should find volunteers among the gardeners to assist with these tasks. It is important for the long-term success of CGT to involve as many gardeners as possible in the CGT organization and the operation of each garden, based on their physical abilities, skills, time available and willingness to participate.

GARDEN ADMINISTRATION

A. Communication and Relationship Building

- Site Coordinators may be chosen by the Board and/or Gardens Manager from the active gardeners at a site who are willing to serve. The name shall be reported to the Board. Preferably, the Site Coordinator selection will be supported by the gardeners at that site.
- In the event of a dispute over who the Site Coordinator should be, the Gardens Manager will resolve the dispute, subject to approval by the Board.
- The Site Coordinator (SC) will respond to requests from potential new gardeners or the public to learn more about their garden and offer to give a tour of the garden to potential new gardeners.
- The Site Coordinator will give New Member packets to each new gardener or direct them to the CGT website for basic CGT information. The SC will review the materials carefully with new gardeners, have the New Member sign the plot user and tiller agreement and explain how to pay online. The SC will provide a list of all gardeners at that site (with contact information), the CGT planting guide and the gate and shed lock combinations to all gardeners.
- The SC will ensure that CGT continues to have good relations with the garden property owner and neighbors by developing and maintaining positive communication.
- In the event of conflicts between gardeners, between gardeners and the property owner or between gardeners and the SC, the SC shall attempt initially to resolve the matter privately with the individuals involved. If necessary, the SC should consult the Gardens Manager for assistance. If the SC cannot resolve the conflicts, the matter shall be resolved by the Gardens Manager, subject to approval by the Board.
- The SC will communicate information to gardeners from the Board of Directors and/or Garden Manager about upcoming events, activities and other garden specific information.
• The SC will encourage use of the CGT website and Facebook page.
• The SC will communicate with the Board if the garden is partnering with any groups, companies or organizations for any garden-related matters.
• The SC will create a place to communicate with the gardeners, on site if possible, and post contact information for all gardeners in a secure location and update information regularly (on the shed door, bulletin board, etc).
• The SC will attend Site Coordinator meetings.
• The SC will promote the garden, and as much as possible, see that it is operating at full capacity.
• The SC will maintain the membership list (including plot location) and a waiting list if the garden is full.
• The SC may access important documents on Google Docs (password given by Board or Gardens Manager) or on other sites as directed by the Gardens Manager.
• The SC will, if requested, write an article for the CGT quarterly newsletter or ask one of the gardeners to write
• The SC will use courteous and professional language in the garden and with gardeners and others.
• In the event of inappropriate conduct by the SC at or near the garden, or connected to CGT operations, a SC may be removed by the Board by written notice to the SC and to all gardeners at that site. Examples of such conduct, not intended to be comprehensive, could be: damage to CGT property, inappropriate conduct with gardeners, visitors or property owners, failure to perform SC duties, failure to follow CGT Gardens Manager or Board directives, mishandling of finances, etc.
• In no case may a Site Coordinator bar a gardener from gardening (that is, kick out of the garden) without approval by the Board. Any proposal to remove a gardener must be approved by the Gardens Manager or a Board member.

B. Education

• The SC will plan and organize monthly garden meetings and seek volunteers to take on special tasks such as cleaning the shed, oiling the table, bringing snacks, etc.
• The SC will arrange for educational events at these meetings and/or refer gardeners to available classes at other locations, including at the Community Food Bank, Tucson Organic Gardeners or Pima County Master Gardeners and encourage them to attend.
• If a garden has non-English speaking gardeners, the SC will try to find a translator for the meetings.

C. GENERAL GARDEN UPKEEP

• The SC will make sure that the garden is neat and presentable, schedule garden clean-up days or use time at the monthly meetings for general repair and maintenance.

• The SC will find willing volunteers as needed for the garden, including a Compost Manager, a Water Meter Reader, a Trash Taker-Outer, Irrigation Repair Guru, Handyperson, etc.
I have read, understood and agree to abide by these terms.

__________________________________________
Date Garden

__________________________________________
Site Coordinator Signature and Printed Name

I understand and agree to the above duties and responsibilities.

__________________________________________
Site Coordinator Signature

__________________________________________
Printed Name

__________________________________________
Date

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