



November 2020

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.

Site Coordinators may be chosen by the Board and/or the Gardens Manager from the active gardeners at a site who are willing to serve. The name shall be reported to the Board.

It is the Site Coordinator's job to keep the garden running smoothly. The Site Coordinator should find volunteers among the gardeners to assist with the garden tasks that are described below. 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

- The Site Coordinator 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 Site Coordinator will review the Community Garden Rules with new gardeners, have the New Member sign the Member Agreement Form and explain how to pay online (or by other methods if needed).
- The Site Coordinator will provide a list of all gardeners at the garden (with contact information provided by the gardeners), the Site Coordinator's contact information, the gate and shed lock combinations and the CGT planting guide to all gardeners.
- The Site Coordinator will post a current garden map showing who has which plot(s) and the Site Coordinator's contact information in the garden shed. Planting guides and other garden resource information will also be posted in the garden shed.
- The Site Coordinator 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 Site Coordinator will find willing volunteers as needed for the garden, including a Compost Manager, a Water Meter Reader, a Trash Taker-Out, Irrigation Repair Guru, Handyperson, etc.
- The Site Coordinator will ensure that CGT maintains good relations with the garden property owner and neighbors.
- In the event of conflicts between gardeners, between gardeners and the property owner or between gardeners and the Site Coordinator, the Site Coordinator is encouraged to try to resolve the matter privately with the individuals involved. If needed, the Site Coordinator should bring the issue to the attention of the Gardens Manager who will, in turn, consult with the Board.

