

# South Austin Community Garden

## Coordinators

*The following South Austin Community Garden (SACG) coordinator roles are unpaid volunteer positions held by current community gardeners who donate their time and energy to help keep the garden running smoothly. Gardeners interested in these rewarding volunteer opportunities are encouraged to attend the garden's monthly meetings to learn more about these positions.*

### **Treasurer**

Collects annual plot fees and other payments from gardeners by check or through PayPal, reimburses approved receipted expenses paid by gardeners, pays the Sustainable Food Center (SFC) bi-annually for the garden's water bill escrow account, and maintains the garden's financial records and bank account. Contacts gardeners when annual fees come due and follows up if gardeners become delinquent. Provides financial reports at the monthly garden meetings, including updates on the garden's bank account balance, gardeners' delinquency/payments due to delinquency or community hours' reimbursement, and other garden finance-related news, such as reports on authorized purchases made.

### **Plot Rental Coordinator**

Serves as the recipient of garden plot applications from the SACG website or other sources, maintains the garden plot wait list, and assigns garden plots based on the wait list on a first-come first-served basis. When garden plots become available, contacts the earliest applicants to assign the plots. Briefs new gardeners on how the garden operates (fees, commitments, how to get started, etc.), may collect payment in coordination with the Treasurer, collects the signed garden plot application forms and stores them, and shares information about new gardeners with other coordinators and gardeners – particularly the Treasurer and Community Hours Coordinator – using the garden listserv and website. Keeps a roster of gardeners current and posts roster copies on the SACG website, listserv, and in the garden shed. Provides reports as needed at the monthly garden meetings or communicates using the garden listserv.

### **Community Hours Coordinator**

Maintains records of gardeners' required community hours, tallies and reports the community hours on a monthly basis to gardeners using the garden listserv and website as well as hardcopy postings in the garden shed, contacts and follows up with gardeners if they become delinquent on their required community hours in coordination with other coordinators including the Plot Rental Coordinator and Treasurer, and provides reports as needed at the monthly garden meeting concerning any delinquent gardeners or other community hours-related issues.

### **Compost Coordinator**

Maintains the community garden compost piles, organizes compost training sessions and schedules work sessions and other compost-related activities as needed. Provides reports as needed at the monthly garden meetings or communicates using the garden listserv.

**Grounds Coordinator**

The SACG operates on a “use it or lose it” policy. The grounds coordinator checks monthly for unkempt plots and excessive weeds in and around plots and their adjacent pathways, and contacts gardeners whose plots/pathways need tending per the gardening guidelines. Coordinates with the Orchard Coordinator. Provides reports as needed at the monthly garden meetings or communicates using the garden listserv about grounds related issues or activities. Assists in working up a monthly list of activities to be performed for community hours.

**Orchard Coordinator**

Organizes and manages the care of the community garden fruit trees, including pruning, watering, weeding, and spraying. Coordinates with the Grounds Coordinator. Provides reports as needed at the monthly garden meetings or communicates using the garden listserv.

**Workday Coordinator**

Coordinates with the Grounds, Maintenance and Orchard Coordinators in order to make sure that there is a comprehensive workday list. Assess supplies and creates a supply needs list, based on the input of all coordinators, in order to solicit volunteers to procure supplies and/or repairs needed for the workday. Compiles workday list and posts on the Garden List Serve and in the shed. Posts Workday Reminder on the List Serve.

**SFC Liaison**

Serves as the community garden’s point of contact with the Sustainable Food Center (SFC). Completes, files, and keeps copies of the annual SFC-garden paperwork to maintain the garden’s status as an SFC-sponsored community garden. Checks on City of Austin water bills which are paid by SFC using the SACG water bill escrow account. Provides reports as needed at the monthly garden meetings or communicates using the garden listserv.

**Website Administrator**

Maintains the community garden website, in coordination with other coordinators and gardeners. Provides reports as needed at the monthly garden meetings or communicates using the garden listserv.

**Listserv Moderator**

Maintains the community garden listserv, in coordination with other coordinators and gardeners. Adds and removes gardeners’ emails as needed in coordination with other coordinators. Provides reports as needed at the monthly garden meetings or communicates using the garden listserv.

*Updated Nov. 2017*