

Work Coordinators (for six months: January - June, July - December)

(a work in progress)

Liaison/Meeting Facilitator

Liaison person with Salvation Army (esp. notifies when combination lock on front gate changes). Chairs monthly meetings (per agenda) at potluck dinner. Sends out timely meeting notices and announcements. Calls bi-annual coordinator elections. Generally encourages participation! Acts as coordinator of and/or organizer of special events (i.e., parties, farmer's markets, fundraisers). Alternately, meeting facilitator may rotate monthly.

Treasurer

Collects fees from new gardeners. Keeps record of fees paid and gardeners with delinquent fees. Calls gardeners when fees are past due. Gives financial report at monthly meeting of cash on hand for water and for purchases of garden supplies. Reports proceeds of fundraisers. Reimburses approved receipted expenses paid by gardeners. Turns over money (bi-annually?) to Salvation Army for water payment and gets receipt for cash given.

Plots Rental Coordinator

Keeps forms in mailbox and periodically checks for new applications. Collects and keeps filled out applications and acknowledges receipt. When plots are available call earliest applicants first and brief them on how we operate (fees, commitments, how to get started, etc.) and provides "New Gardener Packet", get forms signed, etc. Keeps up-to-date roster of gardeners and provides copies at meetings and puts one in the volunteer log book.

Compost Coordinator

Schedules work sessions and manure pick up; keeps compost piles organized and rotated (refer to compost guidelines).

Volunteer Coordinator

Checks log sheet in notebook and contacts gardeners behind in community work hours from previous term or currently lacking. Refers them to posted list of work they can do to make up hours or reminds them to fill in their hours if already worked. Encourages participation. Puts new log sheet in notebook at beginning of each month. At end of term, summarizes volunteer hours for next term. Coordinates with Grounds Coordinator.

Grounds Coordinator

SACG operates on a "Use it or lose it" policy. Checks monthly for unkempt plots, excessive weeds around plots in pathways. Notifies gardeners whose plots need tending (per gardening guidelines) and inquires as to their intentions/participation. Reports at monthly meetings about work that needs to be done on next community work day. Posts list of volunteer work to be done on other days if gardeners can't make the community work day. Coordinates with Volunteer Coordinator.

Orchard Coordinator

Organize work days as needed to prune and water trees, or weed/mow orchard. Inspect for diseases/pests and treat. Coordinates with Grounds and Volunteer Coordinators.

Co-op garden Coordinator

Co-op garden operates separately from individual plots. Organizes Sunday workdays. Contact coordinator for possibility of making up volunteer hours here.