

Community Garden Society of St. Paul

Community Garden Coordinator

Job overview

This individual is responsible for the upkeep and maintenance of Servus (Town and County Sites) and Heritage Homes Garden Sites and ensures the rules; regulations and guidelines are respected by the gardeners. The Community Garden Coordinator works to develop self-reliance among the community gardens located in and around St. Paul and assists with the development of new sites.

Responsibilities:

The Garden Coordinator will:

- Ensure the garden rules, regulations and guidelines are respected by gardeners and volunteers.
- Supervise planting, maintenance and clean up of the garden sites.
- Assist with upkeep and maintenance of gardening equipment.
- Maintain outbuildings, outdoor signs, tools and equipment.
- Assist with registration and receipting for plot rentals.
- Assist with organization of workshops and special events.

Assist gardeners in:

- Planting, maintenance, harvesting of the community component of the garden
- Respond to the questions and concerns of the gardeners and volunteers
- Liaise between committee and gardeners
- Provide horticulture information
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Record and regularly report to the Board:

- A garden progress report
- Special activities
- Challenges and successes

Support events that will network and build relationships with other organizations, communities, and media, and other individuals that can offer support to the garden.

The Coordinator reports directly to the Community Garden Society of St. Paul

Wage \$18.00 per hour x 21 hours a week for 16 weeks (May – August) = \$6048.00

No benefits.