

Role Description for the Volunteer Community Garden Coordinator

The Volunteer Community Garden Coordinator supports community gardens and helps volunteer Site Leaders.

1. Support Site Leaders

- Be the main contact person for volunteer Site Leaders at each garden.
- Help Site Leaders with questions or concerns about garden upkeep, safety, or other issues.
- With CK Public Health Staff, hold two meetings each year with Site Leaders and their garden members:
 - Before the gardening season starts.
 - After the gardening season ends.

2. Keep Records

- Make sure all gardeners have signed the liability waiver and follow the Community Garden Code of Conduct. CK Public Health staff will provide orientation to all new community garden members.
- Keep these records and share them with CK Public Health staff. CK Public Health staff will keep a list of all garden members at each garden.
- Interpretation and translation services are available through We Speak, if needed.

3. Purchase Garden Supplies

- Work with CK Public Health staff to buy supplies needed for the gardens, such as hoses, shovels, and other tools.

4. Help with Garden Construction and Maintenance

- Build raised garden beds when needed.
- Rototill gardens before the gardening season starts.
- Help set up new gardens by:
 - Building eavestrough systems.
 - Setting up water tanks.
 - Creating compost areas.
 - Painting new sheds.

5. Track Garden Plots

- Work with Site Leaders to keep an up-to-date list of available garden plots at each garden.

6. Share Updates with CK Public Health

- Provide updates:
 - Before the gardening season begins in April.
 - Once a month during the gardening season, and as needed.

- After the season ends in October.
7. Work with CK Public Health Staff
 - Contact CK Public Health staff when concerns or problems arise.
 - Conduct annual site visits at all community gardens with CK Public Health staff.
 - Contact CK Public Health staff if any communications need to be sent to all garden members
 8. Meet Volunteer Requirements
 - Complete the municipal volunteer application process.
 - Complete a basic police background check.
 9. Follow Rules and Policies
 - Make sure gardens follow all applicable laws, municipal by-laws, policies, regulations, and the Community Garden Code of Conduct.