



PO Box 3104
BINGHAMTON, NY 13902
607-205-8108
www.vinesgardens.org

VINES Community Garden Site Coordinator

Volunteer-Job Description & Application

All of VINES' Community Gardens are managed by volunteer Site Coordinators. This allows these projects to be community-run and help build people build strong relationships with their neighbors. In addition, having volunteer Site Coordinators allows VINES to have a big impact in our community without a lot of overhead costs—making community gardens more financially sustainable over the long-term.

The Site Coordinator (SC) is a garden member who provides leadership to a VINES community garden by organizing garden members and overseeing general garden operations. They are the liaison of information from VINES and a resource for community garden members.

The Community Garden Manager (CGM) is the VINES staff member that provides assistance to Garden Members through the Site Coordinators. The CGM is the point person for all SC needs. They are responsible for community garden administration tasks such as processing applications and overseeing garden budgets. They are also a resource for gardens as they provide quarterly trainings for SC and coordinate Green Thumb workshops.

Requirements: Those interested in volunteering as a SC ideally have been a garden member for at least one season. Those without previous community garden experience may contact VINES to talk about shadowing a SC or other applicable experience. Preference is provided to those who have completed their volunteer commitment as a garden member and shown exceptional interest in the garden, community, and organizing within the community garden.

Selection Process: If you're interested in being a SC, talk to the VINES' Community Garden Manager or the current garden SC if there is one. They will then let you know whether or not you should submit an application. They will then review and make decisions on the applications.

Term of Service: At least two years but ideally longer. The expected time commitment is approximately 4-8 hours per month during peak (Mar-Oct) and 1 hour per month (Nov-Feb) during the winter. Must attend quarterly Site Coordinator Meetings and encouraged to attend minimum of 2 Green Thumb Workshops (free) per year.



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Transitions: VINES Community Gardens are managed by volunteer SC positions. This allows these projects to be community-run and help build capacity within each neighborhood. That being said, VINES has limited staff to manage community gardens. Please plan accordingly for successors and offer opportunities for Community Garden Members to shadow SC's and/or provide suggestions of garden members to transition to SC upon your departure. We understand that life happens, but please be transparent and plan accordingly if you no longer wish to be SC, are moving, etc.

SC roles and responsibilities:

- Attend quarterly Community Garden Site Coordinator meetings
 - Actively participate: bring questions and offer suggestions
 - Outline garden goals
- Work with Co-Coordinator and Garden Members to be sure Task List is delegated (See Task List)
- Conduct outreach and recruit gardeners each season, as space is available
- Plan and conduct garden orientations for community gardeners, work projects, and general garden meetings (Inform VINES staff of event specifics)
 - Must coordinate spring orientation
 - Must coordinate fall clean-up
- Grow as a leader: Investigate leadership styles, different ways to operate garden, how to approach conflict resolution
- Implement water and compost systems, policies and enforcement
- Maintain good community relations, active public outreach, community contact list (community councils, churches, businesses, neighbors, non-profits, government staff, etc.)
- Determine fundraising projects for garden
- Plan and implement social events, garden gatherings and work projects in the garden (Inform VINES staff of event specifics)
- Be a garden spokesperson: Communicate with Garden Members on a regular basis informing them of VINES events/workshops and garden updates.
 - Act as a link between VINES staff and the gardeners in your garden
 - Address community gardeners concerns in a timely manner
 - Determine roles and responsibilities for Garden Members for optimum garden engagement



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Building leadership and new SCs:

- Choose someone who is in close proximity to the garden, for frequent visiting
- Ask the gardener what they could contribute to the garden and use their strengths or interests to build leadership
 - Strong points—technical knowledge, people person, well-organized
 - Identify weaknesses or areas in which they lack confidence and build on them
- Explain SC role and rules, and enforce rules quickly and regularly
 - When some gardeners obey rules and some don't, tension and animosity can result.



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Site Coordinator (SC) Application

Name _____

Address _____

Email _____

Phone _____ Call Text

Garden Site _____ GM or SC Since *(if applicable)* _____

COMMUNICATING WITH GARDENERS:

When VINES receives a Garden Application, the CGM will put that person in contact with you. What is your preferred way for Garden Members contact you?

Call Text Email Facebook

Please note that not everyone is comfortable with or has access to some communication methods

MEETING SCHEDULING:

We meet quarterly, to collaborate with other SCs and provide educational trainings for SCs. What's your preferred meeting time for weeknights: 4-5:30 5-6:30 6-7:30
Please note any regularly scheduled obligations that may be conflicts for you:

GENERAL QUESTIONS: *Please use back if you need more writing space*

Do you have (or have access to use) a truck, large vehicle, or trailer to transport things like woodchips and soil? yes no

Do you feel comfortable talking about and fundraising on behalf of VINES? yes no

Are you interested in helping with outreach beyond your CG? yes no

What ideas do you have for garden partnerships and/or funding opportunities?

Please describe why you are interested in being a Site Coordinator for this garden, and in this community. _____

Signature _____ Date _____