

## Volunteer Sarasota Opportunity Description

**Date:** 2/12/14      **Title of Opportunity:** Community Garden Manager      **Code:** V-\_\_\_\_\_

**Department:** UF/IFAS Extension; Community Services      **Requested by:** Stacy Spriggs

**Phone:** 861-9815      **E-mail:** [sspriggs@scgov.net](mailto:sspriggs@scgov.net)      **Name of Volunteer's Supervisor:** Stacy Spriggs

**Opportunity Location:** Community Gardens located in various parks

**Opportunity Description:** The Garden Manager's role is one of coordination. This well-organized individual serves as the primary contact representing a particular community garden. The Manager is expected to maintain a good working relationship with Extension, Sarasota County, garden members and others in the spirit of resolving concerns. Garden Managers are expected to perform the following tasks:

- Coordinate with Extension regarding garden needs, plot vacancies, and other pertinent items.
- Coordinate garden workdays and notify Extension of member participation
- Refer interested inquiries to Extension
- Orients new garden members to their plots, rules, and surroundings.
- Maintains communication with garden members.

**Preferred skills:** Past experience working in or with community organizations and some knowledge with growing vegetables locally is strongly preferred.

**Minimum expertise and/or education required:** Managers must be active members in the community garden they represent.

**Working Conditions/Physical Demands:** Managers are also garden members, which involves outdoor physical work. Other work is performed for brief periods at a computer or in meeting spaces.

**Schedule:** Managers are expected to return garden related emails and phone calls promptly, preferably within 24 hours. They attend meetings of the Garden Manager Group, semi-annual walk-throughs, periodic classes and various other garden needs. Average time commitment varies, but is generally 1-2 hours per week. Garden managers serve for a period of one year as alternate and one year as primary manager and may reapply for the position with each new garden cycle.

**List any I.T. needs and/or equipment that might be required:** Garden Managers must have access to an email account that can be used for garden related correspondence.

**Background check:** \_\_\_X\_\_\_ Local Sarasota County only, provided at no cost (first, last name and DOB)

**Send to department volunteer coordinator for initial review with final submittal to HR Volunteer Coordinator.**