

## **GARDEN LEADER RESPONSIBILITIES**

### **Work Days:**

- Schedule Spring and Fall workdays
- Call gardeners to remind them about workday
- Pick up tools and yard bags the day before workday
- Lead workday
- Hold a meeting at workday, it can be short, please be sure to read the garden rules to the gardeners.
- Take attendance
- Return tools after workday
- In the Fall, collect plot fees and help gardeners sign contracts
- Bring money to SCLT

### **New Gardeners:**

- Welcome and go over rules
- Give gardeners a key

### **Other:**

- Alert SCLT if a repair is needed
- Work with SCLT and other gardeners to enforce the garden rules
- Keep garden including outside perimeter free of garbage all year, including winter
- Get keys made for new gardeners, and give SCLT receipt for reimbursement.
- Get hoses when necessary, and give SCLT receipt for reimbursement.
- Assess plot activity! Always know who is in which plot and which plots are available for new gardeners
- Maintain list of gardeners and phone numbers
- Keep up to date records of gardener workday attendance
- Attend 4 – 5 gardener leader meetings a year
- Warn gardeners that they may lose plot with a phone call, if necessary
- Help gardeners with conflict

## **SCLT RESPONSIBILITIES**

- Provide leaders with support through meetings, phone calls, etc.
- Provide leadership development activities
- Mail flyers for the workdays
- Print contracts in the Fall
- Maintain a waitlist for gardens, share waitlist with leaders in the Spring
- Work with leaders in the Spring to assign people on the waitlist to available plots
- Make repairs
- Maintain water, fence, and other infrastructure

*Garden Leaders will receive \$150 in June and \$150 in December, plus a gift card at the end of the year as long as above responsibilities are fulfilled.*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date