

**Town of Yarmouth  
Yarmouth Parks, Recreation, & Community Services**

**Job Description  
Yarmouth Community Garden – Community Plot Coordinator**

**GENERAL PURPOSE**

Plans, maintains, and oversees the 1/3-acre organic community garden plot which consists of established beds. Vegetables are grown, harvested and donated to the Yarmouth Community Food Pantry, and 3 Senior housing communities.

**SUPERVISION RECEIVED**

Works under the supervision of the Yarmouth Community Garden (YCG) Steering Committee and Yarmouth Community Services Department (YCS).

**SUPERVISION EXERCISED**

Supervises numerous volunteers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Develop an annual planting plan for the garden, taking into consideration crop rotation, soil fertility and crop needs for the season.
2. Order seeds with consultation from the Steering Committee members.
3. Plan and oversee all aspects of the garden: soil preparation, application of soil amendments, planting, maintenance of beds, transplanting, watering, pest control, harvesting, pathway maintenance, weeding, and fall clean up.
4. Coordinate the work/harvesting twice per week-currently Tuesday and Saturday mornings.
5. Organize and coordinate the duties of the volunteers. Leading and instructing when necessary.
6. Keep the steering committee members informed via email or in person.
7. Communicate and work in conjunction with the coordinator of the children's garden and the rental plot coordinator. Weekly communications regarding work days and horticultural information with the rental plot coordinator for Garden Greetings input.
8. Maintain effective working relationships with YCS staff, the YCG steering committee, coordinator of the children's garden and the rental plot coordinator, and volunteers.
9. Attend Steering Committee meetings to help plan for the growing season and the future of the garden.
10. Manage garden expenditures with adherence to the budget.
11. Assist with planning of produce for the marinara sauce and pesto for Harvest Dinner.
12. Coordinate with rental plot coordinator for use of unrented rental plot(s).
13. Coordinate with Bumbleroot Farm staff for seedling plan.
14. Perform other work as required.

**DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- (A) Graduation from high school
- (B) Experience in organic gardening

Necessary knowledge, Skills and Abilities:

- (A) Considerable knowledge in organic gardening, planning and administration
- (B) Excellent communication and interpersonal skills
- (C) Knowledge of gardening equipment
- (D) Functional knowledge of email communications
- (E) Ability to develop, coordinate and direct varied activities related to a community garden

- (F) Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders and the general public
- (G) Ability to communicate effectively orally and in writing
- (H) Ability to plan and supervise the work of volunteers.

### **SPECIAL REQUIREMENTS**

Must provide own transportation.

### **TOOLS AND EQUIPMENT USED**

Personal computer, laptop, calculator, copy machine, phone, mobile or portable radio, camera, A/V equipment, recreation-based management software, automobile.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, sunny and hot conditions, toxic or caustic chemicals.

The noise level in the work environment is usually minimal while in the office, and moderately loud when in the field.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**Effective Date: January 2, 2024**

*The Town of Yarmouth is an EOE.*