

Town of Yarmouth

Yarmouth Parks, Recreation, & Community Services

Job Description

Yarmouth Community Garden – Rental Plot Coordinator

GENERAL PURPOSE

Plans and manages 130+ rental garden plots in a community garden. Supports overall mission and garden policies.

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 and plot renters.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Pre-season duties:

1. Tracks rental plot registrations through YCS and ensures that renter information is entered into an email data base for communications.
2. Ensures that all necessary services/supplies are ordered. (compost delivery, garden stakes, row cover, etc).
3. Assists with public relations encouraging new and returning renters to register.

Spring:

1. Assigns plots on the rental garden's master plan, incorporating special requests, as available.
2. Oversees tilling and plot layout if needed.
3. Schedules compost delivery in a timely manner.
4. Assists Steering Committee in preparations for opening the garden (water supply, hoses, porta potty, fencing integrity, tools and wheelbarrows, hay bales, etc).
5. Orients new renters at the annual Spring Orientation meeting in April and individually at the garden, as needed.
6. Updates orientation handouts.
6. Mentors new and inexperienced renters to get them started in a positive manner. Recruit mentors and match them with inexperienced renters.
7. Communicates weekly workdays/events by email with input from the YCG Steering Committee, community plot coordinator and children's garden coordinator.

Early summer:

1. Closely monitors plot startups in May and before June 1. Contacts renters who have not started as of June 1. Determine if plot re-assignments are necessary.
2. Coordinates with YCG steering committee and community plot coordinator the use of unrented plots.
3. Continues to educate and welcome new/returning renters to help contribute to a sense of "community" for all gardeners.
4. Monitors garden for any pest/disease issues and communicates to renters accordingly.
5. Encourages renters/volunteers to participate in workdays in the community plot and in the children's garden.
6. Creates and monitors weekly mowing schedule.
7. Creates recording sheet for volunteer hours and follow up with individual renters, as necessary.

Summer:

1. Continues to monitor the garden for pest/disease/maintenance issues and educates renters, as necessary.
2. Via email, informs renters/volunteers on events/activities/workdays and participates in garden potluck dinners.
3. Terminates participation of renters with abandoned plots and cleans up/re-assigns plots, if possible.

Fall:

1. Helps to plan, coordinate and participate in the Harvest Dinner.
2. Oversees the closing/clean-up of the Renters' Garden by the end of October.
3. Monitors organization and clean-up of rental shed throughout the season and monitors the fall clean-up.

Other:

1. Maintains a positive relationship with YCS throughout the season, keeping them informed about upcoming needs regarding the rental plots. Submits supply purchasing receipts to YCS as needed.
2. Represents the garden in a positive way at community or gardening events, helps to write grants or otherwise contribute to the overall financial success/stability of YCG.
3. Attends Steering Committee meetings to help plan for the growing season and YCG's future.
4. Communicates and maintains effective working relationships with the YCG steering committee, coordinator of the community plot and coordinator of the children's garden.
5. Manages garden expenditures with adherence to the budget.
4. Performs other work as required or assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school / high school degree; and
- (B) Solid knowledge of organic gardening.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of a community garden philosophy, planning and administration.
- (B) Excellent communication and interpersonal skills.
- (C) Considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community garden program.
- (D) Experience and functional knowledge of Word, Excel, and other computer programs to assist with this position.
- (E) Functional knowledge of databases and email communication.
- (F) Ability to develop, coordinate and direct varied activities involved in a community garden program.
- (G) Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public.
- (H) Ability to communicate effectively orally and in writing.
- (I) Ability to plan and supervise the work of volunteers.

SPECIAL REQUIREMENTS

Valid state driver's license or ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer, laptop, calculator, copy and fax machine, phone, mobile or portable radio, camera, A/V equipment, scoreboards, security systems, 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, 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: August 30, 2023

The Town of Yarmouth is an EOE.