

GARDEN COORDINATOR

With the support of the Garden Manager, the garden coordinator is to be responsible for all aspects of their garden. Must maintain the logbook for their garden (examples in shed), to help those who follow in the garden know how to care for the garden.

Log Book: Purpose of garden (mission statement)
 History of garden
 Design
 Content of garden (plant list)
 Maintenance schedule

For an established garden the coordinator checks the mission statement to see that the garden reflects that mission. If not, the coordinator will rewrite or return the garden back to its original intent (examples available in shed), with input from the Garden Manager and final approval of the Board.

Maintain their garden and adjacent pathway in proper order, communicating with the Garden Manager if additional help is needed.

Educate visitors through signage and garden information in docent notebook.

Attend coordinator meetings at the garden during the growing season.

Coordinators are required to understand composting. Educate interns and veterans assisting in your garden about separation for composting.

Notify the Garden Manager if it is not your intent to continue in our current position.

Submit a written budget by the end of September to the Garden Manager for the following fiscal year. Budget is due to the Treasurer in early October. Budget year is from January 1 to December 31.

I am continuing as a garden coordinator or want to become a coordinator for **2022**.

Name of garden _____

Coordinator(s) _____
