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  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
- Orient 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.