

Garden Manager (GM) Tasks – Quick Checklist

Early Season (March-June)

- ✓ Sign-up process
 - Process automated using EventBright website in Spring 2023
 - Communicate with returning and potential new gardeners during the process
- ✓ Schedule early season meetings (group or individual) to inform gardeners of expectations, rules, and volunteer commitment (tasks and hours)
- ✓ Communicate and enforce deadlines for plot use/maintenance
 - Make effort to fill all plots by May 1st
 - Encourage gardeners to be working in plots by May 25th
 - Send list of unassigned plots to Executive Director (ED) by June 1st
- ✓ Maintenance and water
 - Check infrastructure and equipment
 - Put up signs
 - Water turn-on date

Ongoing throughout Season

- ✓ Plan at least two workday opportunities for gardeners to contribute to overall maintenance/cleanup of garden complex and management of Food Share bed/s
- ✓ Communicate with gardeners via email throughout the season (at least 4 times) about opportunities for volunteer hours/tasks, garden events, problems, and deadlines
- ✓ Oversee and be responsible for overall appearance of garden, weed control, and needed maintenance
 - Engage gardeners with these projects as much as possible
 - Let Head GM know of needs for extra volunteer help, maintenance, and equipment
- ✓ One GM from each garden attend monthly GM meetings (can rotate)
- ✓ Check and respond to emails from gardeners, Head GM, and ED
- ✓ Create a compost plan and communicate to gardeners.
- ✓ Communicate questions and challenges to Head GM and to other experienced GM's
- ✓ Document and let Head GM know of any theft incidences
- ✓ Enjoy managing a garden, getting to know gardeners and other managers, sharing a great community endeavor, and growing in a free garden plot.

End of Season (mid-September - October)

- ✓ Notify gardeners to have plots cleaned-up by October 25th
 - Remove dead plants and weeds
 - Compost vs disposal bins
 - OK to leave late-season plants in beds
- ✓ Notify gardeners when the water will be shut off
 - Winterize water system as needed
- ✓ If needed, plan group work day/s to:
 - Clean-up garden complex
 - Make needed repairs to garden complex (fences, beds, etc.)
 - Service and winterize motorized equipment (tillers, shredders, etc.)
 - Take down signs
- ✓ Submit list of next year's needs and budget to Head GM and Treasurer - due December 1st
- ✓ Submit end-of-year garden summary report - due December 1st.
 - Volunteer hours, number of plot holder, vacant plots, donations to Food Share, etc.
 - Template available for report