



## **Roles and Responsibilities of the Garden Leaders**

Springfield Community Gardens (SCG) works with a network of volunteer community gardens to grow healthy food, build relationships within and between neighborhoods, and generate social capital with each community garden. Neighbors and Springfield community members are encouraged to participate in all levels of development and site maintenance. Everyone is welcome to the garden, be it helping with garden maintenance or simply enjoying the atmosphere.

Each community garden site is locally managed by a neighborhood Garden Leader or Steering Committee. A Steering Committee is especially encouraged since it allows the management responsibilities to be shared between a group so that one person does not become overburdened.

Since the mission of SCG is to grow both food and community, Garden Leaders are likewise asked to fully embrace and support this mission.

The Garden Leader(s) basic responsibilities include:

1. Convey community-determined guidelines and expectations of the garden to each garden participant and be the first line of communication between gardeners and SCG. Inform gardeners and community members of opportunities SCG provides at the community garden and for the broader community, including workshops SCG hosts at the Fairbanks and garden workshops and cooking classes at SCG partner locations.
2. Please participate in the following: Spring Garden Leader Symposium, Conflict-resolution Training, Mid-season Garden Leader gatherings, and Post-season Garden Leader survey/end of season budget updates. Please also lead volunteers during at least one special community-wide event, such as United Way Day of Service, Day of Caring or Earth Day Events.
3. Ensure each participant completes a Garden Rules and Waiver form and/or Plot Rental Agreement every year. Signing the plot application/waiver is necessary for SCG's insurance carrier and required by most landowners to secure the property.
4. Collect volunteer hours by using the Springfield Community Garden Volunteer Sign-in Sheet provided by SCG. If you do not have any, please email us at [volunteerwithscg@gmail.com](mailto:volunteerwithscg@gmail.com).
5. Determine and collect plot fees. Fees cover water costs and can also be used to purchase small gardening tools such as shovels, mulch and hoses, or invest in garden improvement projects.

6. Coordinate plot assignment. Plots are available to residents regardless of their affiliation with SCG, the Garden Leader(s) or the Land Owner. Typically one plot is available per family unless there are vacancies. Near-by residency is not a priority. Maintain an ongoing waitlist and do not clear people from year to year unless they have identified they are no longer interested.
7. Each season, please notify SCG when your plots are full.
8. For gardens located on school grounds, secure background check forms from every gardener according to the SPS background check policy.
9. SCG asks that you hold monthly Steering Committee or Garden Committee meetings or community potlucks. This helps build community trust and social capital that is necessary for building sustainability.
10. Organize monthly community workdays (weeding common areas, maintaining compost bin, etc.) and determine necessary garden responsibilities, such as maintaining common areas (paths, lawn, plazas etc.) or organizing committees for specific tasks. Each garden is responsible for maintenance.
11. Collect and weigh all garden produce so that SCG can report on the productivity of the gardens.
12. SCG is available to assist community gardens with the fundamental site elements required for successful garden function: water, plots and pathways, perimeter fencing and tool storage. As our project priority list is constantly in flux, we appreciate a garden's patience when we are asked to support and/or complete garden enhancement projects. Please know that your project is important to us.
13. If your community garden has an irrigation system and there is a break in the irrigation system, gardeners are asked to find the backflow device or the main shut off valve and turn off the water. Once the water is off, gardeners should contact their garden leader to determine if the capability exists within their garden to properly complete the repair. If you require SCG's assistance and the break is underground, gardeners and/or garden leaders will need to dig up the group around the break to expose the broken pipe. That includes digging a hole large enough to allow for the repair, including the ground below and on either side of the break.
14. The Garden Leader is responsible for mediating issues within the community garden. Issues may include neglected/weedy plots, vacant plots (can be planted in pumpkins or a cover crop), watering issues, alcohol, smoking, pets and harvesting other gardener's produce. As per the plot application/waiver every participant and leader signs each year, SCG is the "final say" if the participants and garden leaders cannot resolve the conflict.

Signature of Garden Leader: \_\_\_\_\_

Date: \_\_\_\_\_