

COMMUNITY GARDEN TASK DUTIES.

Please find your task to know how to manage it. If you need more details please contact your coordinator.

ADMIN TEAM

Admin chair:

This could be one or split for two positions:

- secretary communication and registration,
- membership management.

Responsibilities: Hold Nebca email; membership management; provide answers of general questions from internal and external sources; work with the admin support group if it is necessary.

Garden supervisor:

Responsibilities: provide garden supplies, order soil, hold mower, shut and open water, repair/replace water tap(s) as needed, repairs garden equipment, manage repairs projects, contact the coordinators as necessary, respond to emergency issues such as broken water valve, shed break and enter, etc.

Treasurer:

Responsibilities: communicate with the Nebca society, do books, report finances, provide some small supplies for work bees, some supplies for garden events such as the Salmon send off, and the AGM meeting.

ADMIN SUPPORT

School liaison:

Responsibilities: deal with all external communications with Stoney Creek school, manage school plot, act as liaison to Stoney Creek regarding the Salmon send off.

Coordinators:

- Work bee co-ordinator,
- Front/Flower/herb gardens co-ordinator,
- Vegetation co-ordinator.

Responsibilities throughout the garden season include: notify gardeners about tasks through emails, manage tasks, demonstrate garden tasks to members if needed, ensure work is performed satisfactorily, tell member(s) if tasks are not performed satisfactorily and or completed to expectations, copy supervisor and administration, send email confirmation of task participation and hours to members, supervisor and administration.

GENERAL TASKS

Front garden watering task. April-October

- All bushes to be watered by the roots.
- Big bushes (4) require 6-10 minutes of watering or (25-40 litres of water)
- Small bushes require 3-5 minutes (or up to 25 litres of water)
- Shower small plants at the roots
- Send an email confirmation of tasks completed to the flower/herb garden coordinator each time you have completed any part of your work.

Watering flower garden task. April-October

- Needs to be done for two weeks, should be 2.5 hours each time, not less. Minimum 30 minutes per time.
- Soil should be wet to a minimum 3 inches.
- Send an email confirmation of tasks completed to the flower/herb garden coordinator each time you have completed any part of your work.

Herb garden, flower boxes close to the shed watering task. April-October

- Water as needed. Make sure the garden is watered enough and soil is wet to 3 inches.
- Send an email confirmation of tasks completed to the flower/herb garden coordinator each time you have completed any part of your work.

School garden watering task. July-August

- Water July-August as needed.
- Send an email confirmation of tasks completed to the flower/herb garden coordinator each time you have completed any part of your work.

Maintenance Front, Flower and herb garden. April-October

- Pull out weeds at roots, not just from the surface (on top of soil).
- Cut spent flowers, tidy leaves as necessary. Discard leaves etc., into yard waste bins.
- Commit to learning which plants are weeds and which are existing perennials and shrubs
- Send an email confirmation of tasks completed to the flower/herb garden coordinator each time you have completed any part of your work.

Grass cutting. April – September.

- Cut grass between garden paths
- Rake and discard clipping into yard waste bins
- Cut garden site perimeter grass, rake and discard clippings into yard waste bins
- Send an email confirmation of tasks completed to the vegetation coordinator each time you have completed any part of your work.

Yard waste bin care. March – November

- Move all yard waste bins to the curbside each Sunday
- Return empty bins to the garden on Monday
- Email the supervisor by way of email each time you have completed any part of your tasks
- After the last work bee in October, all yard waste bins should be emptied and put in the shed to be stored for the winter.

Salmon Send-off volunteers. May XX, XXXX. (Calendar list note)

2.5 hours each shift x 2 (people) = 5 hours.

One person from 9 am – 11.30 am. One person morning/afternoon shift from 11.30 – 2 pm.

Each salmon Send-off volunteer MUST also sign up for the work bee. (There are three work bees).

Duties:

- Prepare and set up table, garden displays, chairs, soil, cups, banners, promotional items etc.
- Interact with the public and children regarding garden related activities (planting seeds).
- Take direction from the Salmon Send-off co-ordinator and the Garden Administrator
- Move tables, chairs, posters, soil and other necessary items from the shed to Stoney Creek School.
- Commit to remain on site for full 2.5 hours (am/pm shifts respectively).
- Return all garden supplies, tools etc, to the garden shed at the end of the event.
- Tidy display area and booth.

Shed Clean up. April -October. One person

- Clean up shed each week
- Sweep shed floor,
- Replace hand tools into buckets,
- Rehang tools on hooks, recoil improperly hung hoses
- Empty garbage container located beside the shed into the large bin located at the complex across the street.
- Replace container with a new bag
- Email the garden supervisor by way of email each time you have completed any part of your tasks

Blackberry control. April – October.

- Throughout the season cut back overgrown blackberries,
- Control the edge of the entire garden especially behind the shed and in the end of the garden behind the bush area.
- Gather and discard cutting into yard waste bins
- Email the vegetation co-ordinator know each time you have completed these tasks.