



Position Title: Garden Coordinator a.k.a. "Master Gardener"
Supervised By: Advocacy/Client Support Supervisor

Brief Description of the Position:

The Garden Coordinator plays an essential role in coordinating garden volunteers to ensure all duties to maintain the garden are being done consistently and works to organize educational opportunities.

Requirements for the Position:

- ⌘ Punctuality, flexibility, and ability to work with some degree of independence.
- ⌘ Strong organizational and verbal communication skills.
- ⌘ Respect for diversity.
- ⌘ Knowledge of domestic violence/and or crisis intervention is helpful.
- ⌘ Knowledge leading or coordinating volunteers is helpful.
- ⌘ Understanding of basic garden needs is helpful.

Duties and Responsibilities:

- ⌘ Work with the Community Relations Coordinator to recruit volunteers by networking with and researching places that have community members interested in gardening.
- ⌘ Meet with volunteers to coordinate responsibilities and schedules.
- ⌘ Fill in the labor gaps where there are not enough volunteers to maintain the garden.
- ⌘ Update staff and clients on the status of the garden; encourage participation.
- ⌘ Organize and advertise garden based educational opportunities for residential and non-residential clients.
- ⌘ Maintain relations with surrounding garden communities (especially The Garden Project) by attending and encouraging volunteers and clients to attend garden based workshops.
- ⌘ Ensure volunteers and interested clients have access to resources in the garden to perform needed duties.
- ⌘ Catalog garden happenings; success/failure of certain plants growth, amount of produce harvested, seeds planted to estimate next season's need, use/success of compost, etc.
- ⌘ Coordinate with the Community Development Director and the Community Relations Coordinator to update and post volunteer opportunities, request or pursue needed resources, and update the community on the status of our garden to maintain community investment.

Schedule/Commitment:

- ⌘ Depending on volunteer involvement: 8 to 12 hours a week (flexible days and times as long as the needs of the garden are met).

Training/Tests:

- ⌘ Background Check
- ⌘ Meet with Advocacy Team Supervisor and Community Relations Coordinator
- ⌘ Confidentiality Policy & Volunteer Training

For more information about Volunteer Opportunities:

Please contact EVE's Community Relations Coordinator at communityrelations@eveinc.org or 517-372-5976 ext. 11. Please send volunteer and internship applications to: EVE (End Violent Encounters), ATTN: Community Relations Coordinator, P.O. Box 14149 Lansing, MI 48901.