

Charles Street Garden Community Garden Manager (Volunteer)
Job description

The Charles Street Gardens Community Garden Manager is responsible for overall management and oversight of the gardens, the gardeners and the volunteers. The candidate should be a strong advocate of the garden, have project and people management skills and be an excellent communicator, both written and verbal.

This is a volunteer position, requiring 5-10 hours per week for a minimum of one year. The Community Garden Program Manager provides oversight of the Community Garden Manager.

Below are the main responsibilities of the Community Garden Manager.

- Ensure that the gardens are kept clean and pristine.
- Work with the program manager to ensure that all of the beds are fully utilized, that all gardeners are in good standing (rules and regulations from the operating manual are followed) and new gardeners receive appropriate orientations.
- Work with the program manager to develop and execute an annual operating plan for the garden, including the budget to be approved by the board of directors.
- Manage the approved budget with the support of the program manager.
- Provide regular communications to the gardeners, volunteers, and program manager regarding operational, financial and overall status of the gardens
- Work with the SCG Executive Director and program manager to prepare the annual report to the City of Sunnyvale.
- Manage volunteer community garden staff, manage construction projects at the garden and provide guidance to committees, project leaders and garden street captains.
- Work with gardeners and volunteers to organize bi-annual fundraising events.
- Manage the partnership with the Master Gardeners and identify additional potential partners.
- Work with the program manager to perform an annual audit of operations and communicate recommendations to the Board.
- Physically able to handle work in the gardens such as digging, lifting, bending, etc.