

TOWN OF SOUTHBOROUGH



CONSERVATION COMMISSION

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
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TITLE: COMMUNITY GARDEN COORDINATOR

Department: Conservation Commission **Grade: Volunteer**

Hours: As needed, dependent on season **Reports to: Conservation Agent**

Position Purpose:

This position provides oversight of Community Garden operations in accordance with the Town of Southborough Community Garden Rules and Stewardship Committee initiatives at Breakneck Hill Conservation Land (BHCL). Takes direction and handles tasks independently to prepare for open and close of every season. Hours are on an as-needed basis dependent on the season and workload. Hours may be greater during the planting season but will also be required in the off-season for planning and preparation.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Oversees the Community Garden program on behalf of the Conservation Department
- Creates and revises Community Garden Rules in partnership with the Stewardship Committee and Conservation Department on a yearly basis
- Configures and prepares Community Garden plots (staking out plots, setting up hoses, scheduling tilling, etc.)
- Maintains the application, waitlist, and registration processes for Community Garden plots with assistance from the Conservation Department
- Coordinates with the Conservation Department on any site maintenance issues or potential conflicts that arise
- Acts as a liaison between gardeners and the Conservation Department/Stewardship Committee
- Organizes seasonal and educational events and resources for gardeners
- Ensure compliance with end of season clean-up requirements
- Creates and sends a season summary report and feedback to the Conservation Department
- Maintains open relationship and communication with Stewardship Committee & Conservation Department

Recommended Minimum Qualifications:

- Must be a Southborough Resident
- Must have a minimum of 3 years gardening experience
- A willingness to collaborate and oversee gardeners