



A home-grown organization incorporating self-sufficiency for our neighbors through food security, nutritional health, and well-being.

**Job Description: Kendall Whittier, Inc.
Tipton Community Garden Coordinator**

General Description of Work: The Tipton Community Garden Coordinator is a part-time, flexible, contract position that requires between 7-10 hours/week. This position works directly with the Executive Director (ED) and consults with KWI's GROW Teaching Garden Coordinator, as needed. This position oversees the activities at the Tipton Community Garden located at 2211 E. 1st Street in Tulsa; continues the development and maintenance of the garden; engages and organizes neighborhood residents and community garden volunteers; and works collaboratively with other citywide groups to advance community gardens and to increase the availability of fresh, healthy foods.

Specific Tasks to Achieve Position Goals

- Garden Planning and Programming
 - Works with the current roster of gardeners to organize, design and plan garden activities to meet the goal of growing and harvesting fresh produce year-round.
 - Ensures all gardeners use 100% organic principles and approaches as well as follows established garden program policies.
 - Organizes, leads, and manages garden activities (starting seeds at home, sowing seeds, consistent watering and weeding on a daily/weekly basis, harvesting as needed, storing/disperse/preserving harvest).
 - Plans and manages garden programs and events (garden work days and special projects, communal harvest days, educational/social events - i.e., Friendsgiving or garden party)
 - Instructs and assists current gardeners as needed/requested. Many are novice or first-time gardeners and are learning as they go.
 - In consultation with the ED, assists with building a community volunteer base for the maintenance of the garden.
 - Coordinates and communicates tasks for other gardeners to accomplish on their schedule and without supervision.
- Grounds Maintenance
 - Keeps property clean.
 - Mows/trims property as needed (weekly during the warm season) to be compliant with City of Tulsa's property maintenance codes and ordinances.
 - Organizes and maintains the shed, on-site tools, and the equipment/supplies it contains.
 - Repairs garden beds and/or supplies/equipment, prunes fruit trees as needed and, in consultation with the ED, arranges for other tree pruning services as needed.
 - Provides regular oversight to the garden to ensure it is not vandalized or misused.
 - Reports any known or observed issues directly to the ED. Issues can include lack of maintenance in the garden and its perimeter as well as abuse of the space, water hose, illegal dumping, or unsanctioned activities in the garden, etc.
- Marketing/Admin
 - Serves as the primary liaison between the Tipton Community Gardeners and Kendall Whittier Inc. staff.
 - Communicates regularly with the Executive Director via text, email and/or phone.
 - Consults, as needed, with the Coordinator of the GROW Teaching Garden.
 - Serves as a primary representative of the garden in our community at large.
 - Maintains accurate records, including a log of gardeners' and volunteers' hours and contact information, each season. Provides feedback on participation by youth, community members and volunteers.

- Assists Executive Director with TCG Facebook Group / GroupMe, the main TCG Facebook Page, email newsletters and any other PR or public communication pertaining to the Tipton Community Garden's activities.
- Posts at least once a week on Facebook Group to give garden/harvest updates or other garden education content, as well as coordinate upcoming garden tasks and workdays.
- Participates in special events or projects representing the program.
- Participates in program evaluation.
- Inquires and works with gardeners to troubleshoot garden pests and other issues.
- Responds to new gardener inquiries and schedules new gardener tours.
- Gives gardener tours to donors and/or potential partners.
- Collects and maintains records of gardener participant waivers and manages garden rules and policies for the program.
- Provides Executive Director with a monthly summary of participation and/or production metrics and other highlights from the garden to present at board meetings.

Hours, work location(s), and schedule

- This flexible, part-time position generally requires 7-10 hours of work per week. This may include:
 - 4-8 hours per weekend, 2-3 weekends a month.
 - 1-4 hours during the week checking in on the garden and general maintenance tasks, particularly watering during the hot months.
 - 1-3 hours a week doing admin and/or marketing tasks (FB posts, garden planning and updates, garden tours, etc.),
- The average monthly total hours for this position is 34 hours per month and should not exceed 40 hours each month.
- Additional scheduling considerations:
 - During the winter, half or less time is actually spent at the garden. Winter months' time is mostly spent planning and starting seeds indoors or in cold frames at the garden.
 - The position primarily works at the Tipton Community Garden but will also do some work from home or wherever is convenient.
 - The weekly work schedule is flexible and should be tailored to fit the needs of the garden participants, garden volunteers and the rest of the KWI team of staff.

Chain of Communication

- This position reports directly to the Executive Director.
- This job requires lifting, bending, reaching, and accomplishing physically demanding garden maintenance tasks such as pruning, mowing, weed whacking, etc.
- In the event of a conflict between KWI employees or volunteers, the Executive Director should be notified for mediation. If the conflict involves the Executive Director, the Board President shall intercede.