Common Ground Garden Manager Volunteer Job Description

The Common Ground Garden Manager position is an unpaid, volunteer position. However, it's a ton of fun and a great way to help build community!

Here are some of the basic duties that a manager would agree to do:

With the City:

- Complete the land use license agreement with the City of Lawrence. The current license term is for three years, but can be extended.
- Serve as the garden's point-of-contact for the City.
- Agree to abide by the Common Ground Program Rules and Procedures.
- Sign up for an Irrigation Only water rate for the meter tied to your garden, and pay the monthly water bills in a timely manner.
- Maintain contact with the city Sustainability Director via email, utilizing the Common Ground Program Google Group.
- Track key garden statistics (i.e. number of gardeners, number of community events, etc. for end-of-year program reporting).

With your fellow gardeners:

- Create an open and inviting atmosphere for all gardeners.
- Create a good line of communication with adjacent property owners to ensure timely resolution of any issues that come up.
- Establish a fair system for providing plots to interested gardeners.
- Establish a fair pricing system for garden plots.
- Manage the community garden budget to ensure that the gardeners' fees are accounted for, and any water bills are paid.
- Communicate regularly with gardeners to let them know of upcoming events, garden needs, etc.

There are many tools already in place to help you succeed! Many garden managers are willing to share their budget templates, newsletters, etc. We're all in this together!