About the job:

The Emerson Avenue Community Garden Club at Orville Wright Engineering & Design Magnet is a community garden space built and maintained 100% by volunteers. The garden offers a sustainable, organic green space for gardening and enrichment. We are looking for an individual to join our dedicated team of Board of Directors volunteers. If you are zealous about event planning, fundraising, creative social gatherings and have a desire for community service, consider making a difference by serving as our Activities Director and an EACGC Board Member.

The Commitment: EACGC’s Board of Directors meets monthly: approximately 2 hours for the meeting and 1 hour to prepare the Activities Director board report and read other Directors’ board reports for the meeting. This position may also require approximately 10-20 hours per month on top of monthly Board meetings depending upon selected projects. As a Board member, you are encouraged to enlist Committee Chairs to assist in Garden goals assigned to your area of responsibility.

The Activities Director on the EACGC Board of Directors will:

• Be responsible for managing and supporting 4 key areas of operations of the Club: Fundraising, Community Events, Hospitality and Educational Events
  - Fundraising
    ▪ Plans and coordinates efforts related to event based fundraising such as pancake breakfast and small plates
    ▪ Identifies opportunities to raise funds for ongoing operating expenses and other items
    ▪ Applies for one-time and on-going grants available through local and regional organizations
    ▪ Oversees and coordinates grant writing efforts and reporting
    ▪ Oversees record keeping for all awarded grants
    ▪ Prepares monthly reports to the Board via Committee Reports Form when working on an event or project
  - Community Events
    ▪ Strategizes, develops and coordinates events related to community building such as Big Sunday and 4th of July Parade float
    ▪ Prepares monthly reports to the Board via the Board and Committee Reports Form when working on an event
  - Hospitality
    ▪ Arranges for refreshments on community work days
    ▪ Solicits and picks up donations from a business partner such as Bristol Farms and Benny’s
    ▪ Sets-up and breaks-down the refreshment station
    ▪ Provides hospitality services for all Garden sponsored events and assist with hospitality at fundraising events and special parties
    ▪ Prepares monthly reports to the Board via the Board and Committee Reports Form
  - Education Events
    ▪ Develops and coordinates educational programs drawing on knowledge of gardening techniques, plants and methods specific to sustainable organic gardening and landscapes design in Southern California
    ▪ Provides educational programs of interest to the gardening community, such as those related to food systems, cooking, nutrition, food preservation, and urban homesteading
    ▪ Prepares monthly reports to the Board via the Board and Committee Reports Form

Who You Are: You are gregarious, zestful, creative, full of new and exciting ideas for having fun in the garden. You are willing to learn more about our organization and serve as an active advocate and ambassador for EACGC. You have: experience in event planning; an ability to solicit funds for the garden; a love of gardening and desire to learn more about it; good people skills and enjoy working with others; and most of all you have a desire to promote harmony in our EACGC community. You are also a good leader with excellent management skills, open to new ideas from others and to developing skills, such as cultivating and soliciting funds, recruiting other volunteers and learning more about organic gardening. Strong delegation skills will serve you well because the Director’s job is considerable. Don’t have all of the described skills? If you have a desire to learn, we’ll help you. Last but not least, you have strong values in the areas of organic gardening and ethical behaviors, personal integrity and concern for our nonprofit’s development.

• Please note: To qualify as a Board Member you must meet the following requirements:
  - Been a dues paying member of EACGC for 1 year
  - Have attended one or more board meetings in the past 2 years prior to being on the Board
  - Have met the 24 hour service commitment in the previous calendar year
  - Have served on a committee, or have special skills needed to support the garden