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 have a passion for growing your own food, leading and working with people on a variety of projects and are affable, well organized and fully supportive of EACGC’s mission, consider making a difference by serving as our Garden Management 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 Garden Management 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 Garden Management Director on the EACGC Board of Directors will:

- Communicate and work with the Plot Holder Coordinator when plots are vacated
- Oversee garden maintenance
- Work with the Communications Director to announce workdays and other special garden events as it pertains to garden maintenance
- Aid and support committees listed below in all areas as needed
- Be responsible for managing and supporting 5 key areas of the garden
  - **Work Day**
    - Develops detailed plans to achieve the financial and material goals of the organization
    - Obtains and allocates resources to achieve goals including the hiring of campaign consultants
    - Sets budgets and raises significant dollars in a specified period of time
    - Oversees record keeping for all awarded parts
    - Prepares monthly report to the Board via the Board and Committee Reports Form
  - **Tools**
    - Maintains an inventory of tools and equipment
    - Ensures the proper storage and maintenance of all garden equipment
    - Replaces equipment as needed
    - Prepares monthly report to the Board via the Board and Committee Reports Form
  - **Irrigation**
    - Repairs leaks
    - Replaces hose bibs and spigots
    - Maintains an inventory of replacement parts
    - Ensure the proper maintenance or the irrigation system
    - Replaces equipment as needed
    - Prepares monthly report to the Board via the Board and Committee Reports Form
  - **Standard Composting**
    - Coordinates the building, watering and turning of compost piles
    - Participates in and lead composting training sessions
    - Promotes the further development of the composting program
    - Manages distribution of compost to the gardening community
    - Prepares monthly report to the Board via the Board and Committee Reports Form
  - **Vermicomposting**
    - Maintains the existing vermiculture program
    - Participates in and lead vermiculture training sessions
    - Promotes the further development of the vermicomposting program
    - Manages distribution of compost to the gardening community
    - Prepares monthly report to the Board via the Board and Committee Reports Form

Who You Are: You are amiable and a positive leader with the ability to multi-task and form a cohesive team to achieve specific goals and are capable of identifying problem areas in the garden and develop sound solutions. You are also friendly, a motivator, welcoming, willing to learn more about our organization and serve as an active advocate and ambassador for EACGC. You have the ability to work as a team, with other Board and Committee members. **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