

Public Gardening Team Coordinator

PURPOSE

"Plan, plant and care for" gardens in public spaces

Ensures the sustainability of the public gardens in Society's care

DUTIES AND RESPONSIBILITIES

Communicates with the City Parks department re Society garden activities and issues with grass cutting and waste pickup

Reaches out to nurseries, landscapers to compare prices and services

Communicates with Garden Captains to prepare the annual budget for Board approval

Coordinates (with captains) regarding the following requirements for the ongoing maintenance of the public gardens

- garden themes and plans
- resources, signs, plaques
- purchasing seeds, plants, bulbs, amendments and equipment
- solicit "extra" volunteers for specific work parties

Ensures recognition is given to volunteers

Returns equipment to storage for the next year

RESOURCES

Budget: allocated annually to each garden, may vary year to year.

AUTHORITY AND ACCOUNTABILITY

Advises the Board on progress, as needed

Seeks approval from the Board for anticipated expenditures that may exceed budget

Submits a record of volunteer hours to the Recording Secretary

Assembles the Annual Report (a summary / pictorial record of the gardens) from the Garden Captains' Report

Identifies a successor

This position would normally be filled by a member of the Board

TEAM LEADER SKILLS KNOWLEDGE EXPERIENCE:

General knowledge of gardening, skills in planting

How to: Public gardens

EXAMPLE of an ANNUAL BUDGET / PLAN to ORDER PLANTS	
Submitted By <i>Jane Doe</i>	Year 2017
Circle one: Centre St Christian School / Queensland Bonnie Richardson Iris Garden Churchill Q1 Q2 Q3 Q4 Dutch Memorial Library Pergola Catherine East	

For:	Details eg name and number of plants, From, new or replacement	Amount requested
Perennials	<ul style="list-style-type: none"> ▪ 3 miscanthis bright light as center piece – will move to pergola in fall 	\$60
Annuals	<ul style="list-style-type: none"> ▪ Red and white theme, ▪ 5 flats white petunia, 5 flats celosia plumosa rubescens, ▪ 5 flats 12" mixed snaps, 5 flats white alyssum – ▪ grown for us by Sebringville, free delivery ▪ 1 flat white cosmos (member grown) ▪ 	10 x 30= \$300 10 x 40= \$400
Bulbs	<ul style="list-style-type: none"> ▪ 10 giant red dahlias – order from Van Hof and Blokker ▪ 10 Canna – red giant – in Mike's garage ▪ 	\$100
Shrubs	<ul style="list-style-type: none"> ▪ - 	
Trees	<ul style="list-style-type: none"> ▪ - 	
Amendments, mulch	<ul style="list-style-type: none"> ▪ Old Faithful, 2 yards, bulk order with other gardens in May 	\$35 x 2= 70
Other	<ul style="list-style-type: none"> ▪ shipping 	\$50
Total requested	<ul style="list-style-type: none"> ▪ (remember shipping and delivery fees) 	\$980.

NOTES ON ANNUAL S

Fall – Remove and split tender plants to be over wintered at local greenhouse.

Consult with garden center regarding design and plant materials to be used following spring

Winter – order annuals Dec 1 (suppliers)

Spring- arrange tilling by City through Quin Malotte, Parks and Forestry; coordinate date of planting, late May, early June; coordinate volunteers, arrange for delivery of plants, mulching

Summer: keep an eye on beds, check that City is maintaining appropriately

EXAMPLE OF A YEARLY REPORT FOR NEXT YEAR'S TEAM

What we planned – see budget sheet

What we did – substituted banana plants for the dahlias because we found free source

Problems-

aphids – used dish soap, baking soda spray every 2 weeks;

vandals stole the sign, ordered another one at cost of \$25.00;

City students missed watering the beds several weeks – ask Public Garden Chairperson to bring this up to City

Recommendations for next year- purple and gold color scheme for the Queen's Jubilee; continue to use Sebringville, good value

Total Volunteer Hours – 10 volunteers, 75 hours

Total expenditures – are noted in the treasurer's report; we were under / over budget

Pictures below