

# Captain, Public Garden Bed – Job Description

## PURPOSE

To “plan, plant and care for” gardens in public spaces

## KEY DUTIES and RESPONSIBILITIES

Plan, plant and care for a designated garden (Split, lift, overwinter, propagate plants, collect seeds as desired, e.g. plant sale, seed distribution, local charities.)

Recruit and coordinate members to tend the designated garden within the chosen theme

Liaise with the Team Captain regarding

- resources, signs, plaques
- preparation of the budget
- purchase of seeds, plants, bulbs, amendments and equipment
- engaging “extra” volunteers for specific work parties

Engage the general public and encourage their interest when working in the garden

Ensure recognition is given to volunteers

Return equipment to storage for the next year

## RESOURCES

Budget: allocated annually to each garden, based on each Captain's submission; may vary year to year

## AUTHORITY AND ACCOUNTABILITY

Submit a record of volunteer hours to the Recording Secretary

Submit invoices and receipts to the Treasurer; seek approval from the Board for anticipated expenditures that may exceed that garden's budget

Provide a summary / pictures of the garden to the Team Captain, for the Annual Report

## SUGGESTED TIMELINE

March – May organize spring clean-up, check for winter damage, plant summer bulbs, split perennials for plant sale, plant annuals

June-Aug – tend plants

Sept, Oct – collect seeds, cut back or leave plants over winter for habitat, submit next year's budget, garden summary and volunteer hours

Nov, Dec – fall clean up, order annuals, submit annual report

SUGGESTED EXAMPLE "How to" - BUDGET

Annual Garden Bed // Submitted By\_Jane Doe

Year 2017

Circle one: Centre St Queensland / Christian School Bonnie Richardson Churchill Q1  
Q2 Q3 Q4

Dutch Memorial Library Pergola Catherine East Annual Bed

Submit by: September 1 for the following year

For:	Details eg name and number of plants, From, new or replacement	Amount requested
<b>Perennials</b>	3 miscanthis bright light as center piece – will move to pergola in fall	\$60
<b>Annuals</b>	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
<b>Bulbs</b>	10 giant red dahlias – order from Van Hof and Blokker 10 Canna – red giant – in Mike's garage	\$100
<b>Shrubs</b>	-	
<b>Trees</b>	-	
<b>Amendments, mulch</b>	Old Faithful, 2 yards, bulk order with other gardens in May	\$35 x 2= 70
<b>Other</b>	shipping	\$50
<b>Total requested</b>	(remember shipping and delivery fees)	\$980.

Notes:

Annuals Planting-

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; arrange 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

## SUGGESTED EXAMPLE "HOW TO" WRITE A SUMMARY FOR THE ANNUAL REPORT

**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

