



Mesa Urban Garden
Building Community

Volunteer

Staff Duties and Descriptions

Mesa Urban Garden (MUG) is a new community garden being developed in downtown Mesa. Located at 212 E. 1st Avenue, the garden is expected to officially open by January 2013. While the project is well under way, volunteer staff are needed! Please look over the following positions and check all those of interest.

Personnel Champion

Responsible for recruiting, training and retaining personnel (volunteers).

- Coordinate a volunteer tracking system (maintain records, volunteer hours, waiver forms and contact information and address vacancies).
- Coordinate volunteer workdays and events.

Brief background of skills/qualifications for position: _____

Fundraising Champion

Responsible for all fundraising activities.

- Coordinate grant funding (search for grants available, write grant applications and manage grants awarded).
- Coordinate fundraising and community events.

Brief background of skills/qualifications for position: _____

Operations Champion

Responsible to organize and facilitate day to day activities in the garden, be a lead contact for the garden; manage gardeners and relations with community and other organizations.

- Coordinate meetings and training.
- Coordinate six Pod Captains who will oversee specific sections of garden.
- Coordinate garden improvements and work with supply and maintenance staff on proper maintenance of garden beds.
- Coordinate irrigation installation, maintenance/repair and other water issues.
- Coordinate construction and maintenance of garden beds, including identification system.
- Coordinate design and maintenance of fixed planter beds, perimeter landscaping and tree maintenance.
- Coordinate fruit tree selection installation and maintenance.
- Coordinate overall garden appearance (routine cleanup of liter, trash, weeds, etc.).
- Coordinate security and safety measures and strategies to minimize theft and vandalism.

Brief background of skills/qualifications for position: _____

Supply and Maintenance Champion

Responsible for equipment and maintenance needs such as repair or replacement of irrigation, garden boxes, signs, structures and tools.

- Coordinate equipment needs and tools.
- Coordinate soil delivery, allocation and composting.
- Coordinate design and construction of garden structures (Ramada, sheds, compost bins, etc.).

Brief background of skills/qualifications for position: _____

Training Outreach and Education Champion

Responsible to develop and implement training classes or demonstrations (topics such as gardening, cooking, organic pest control, composting, seed collecting, etc.).

- Coordinate outreach and education such as youth, seniors and developmentally or physically challenged.
- Coordinate horticultural therapy programs.
- Coordinate outreach and education calendar of programs.

Brief background of skills/qualifications for position: _____

Communications Champion

Responsible to develop a communications plan to keep staff and members connected.

- Coordinate website development and updates.
- Coordinate newsletter development and updates.
- Coordinate social media updates (Facebook, Twitter, etc.).
- Coordinate onsite info board, mailing, phone contacts.

Brief background of skills/qualifications for position: _____

Membership Champion

Responsible for developing and updating garden use agreements. Recruit and manage garden members, assign plots, collect fees and manage plot usage.

- Coordinate plot assignment and membership, collect garden fees, maintain contact information and manage waiting list.
- Coordinate the monitoring of proper maintenance of garden beds and abandonment and apply correct measures.
- Coordinate orientation for new gardeners (discuss garden policies, irrigation, water and soil protocol, garden safety and accident avoidance).

Brief background of skills/qualifications for position: _____

NAME (and organization if applicable) _____

ADDRESS _____

PHONE _____

EMAIL _____

Please turn in this form at the end of the program or FAX to (480) 644-4774, or email to: conservation.info@mesaaz.gov. Questions: Call 480-644-3334.