**Volunteer Task Descriptions**

**Opening Day** (early May – date TBA)

*3-4 Volunteers*

* Move bags of dry leaves out of shed and place outside (to left) of shed. (Leaves are for compost team.) Cover bags with narrow red tarp (in shed) and anchor tarp with bricks.
* Remove garbage can and wheelbarrow from shed.
* Set out hand tools on patio shelving unit.
* Rake and bag residual poplar leaves, pick up twigs and garbage. Take leaves/twigs home to your green bin.
* Cut grass and weed whack.

**New Gardener Orientation**

*2 volunteers  + 2 volunteers in training*

* Meet with the new garden members and show them around. (We have developed handouts to guide the orientation.)
* Talk about what grows well in the WR community gardens (based on what you’ve seen).
* Answer questions

**Upgrade Team**  – Includes ALL garden members

* Plot reconstruction and/or repairs are done during spring, prior to planting.
* Goal. One or two plots to be rebuilt per season. 10+ volunteers.
* Duration of work sessions: 2-3 day period.
* TASK: remove all soil from plot, disassemble plot, take debris to dumpster. Build plot. Return soil to plot after construction.
* We would like to develop a construction team of WR community volunteers to assist with rebuilds. Do you know someone who enjoys construction? Or someone who has access to backhoe to move soil? (Moving soil is our biggest challenge.) Please let us know.

**Grass Cutting**

*22 volunteers.* Garden season is 21-22 weeks in duration.

* Each plot renter will be assigned grass cutting for one week during our season. If you are physically unable to do this task, please leave a note on the sign-up form.
* Scheduler will develop a 21-22 week rotation, and send first draft.
* Please reply ASAP to confirm your assigned week.
* Once final schedule is set, contact other grass cutting volunteers to switch dates.
* Grass cutting takes 2-3 hours.
* Whenever possible, cut grass Sunday or Monday to align with weed whacking schedule.
* Do not rake or collect cut grass - leave cuttings on the lawn.
* If mower maintenance / gasoline is needed, please contact the gas / mower / tool maintenance volunteer.
* NOTE: Weed whacking is a separate task.

**Weed Whacking**

*4 volunteers*

* This task requires patience and volunteers need to do the job thoroughly.
* Weed whacking is scheduled EVERY OTHER week.
* Must be tall enough to handle weed whacker and be prepared to fuss with spool/line.
* Weed whacking takes 2-3 hours.
* Whenever possible, weed whack Sunday or Monday to align with grass cutting schedule.
* Volunteers will alternate with one another. Expect to be scheduled once per month.
* **The Task.** Weed whack around **all 40 plots**, the **patio**, around **interior and exterior perimeter** of fence.
* Trim close to the ground (to last two week interval).
* Please complete job thoroughly each time as to not leave extra work for next volunteer.
* Volunteers will not be assigned any other task as this is a big volunteer job.

**Compost Team**

*16+ volunteers*

*1 coordinator needed*

* Scheduler will contact volunteers to gather information, then develop teams based on times of availability and assemble a 21-22 week rotation.
* All new gardeners are added to the composting roster and paired with two-member teams.
* Scheduler will send first draft to group. Please respond ASAP to confirm work dates.
* Once final schedule is set, contact other compost team volunteers to switch dates.
* You can expect 2 to 5 turning dates during the season, based on your plot rental(s) and our volunteer base.
* **The Task.** Turning is done in teams of 2-4 persons. Time ranges from 1/2 hour to 1 hour per date. (Compost is forked out of bins onto tarps and forked back in.)
* Bins 2 and 3 are turned once per week, all season.
* All season, new greens are added to bin 1 (left). Each week, greens must be chopped and mixed into bin 2 (centre).
* Compost volunteers are responsible for taking debris bags home to green or black bin.
* Final compost date (included in schedule) will be after garden closure. Closing day is October 1.

**Gas / Mower / Tool Maintenance**

*2 volunteers*

* Check lawn mower and weed whackers regularly. Fill with gas or new line, as needed.
* Sharpen lawn mower blades twice per season
* Purchase weed whacker line as needed.
* Refill gas can as needed.
* Present receipts for gas, line, repairs to WR office for reimbursement.
* Take lawn mower or weed whacker to repair shop, if repair is needed.

**Irrigation Maintenance**

*1 volunteer*

* On, or before, Opening day (TBA) – Set-up hose hangers on fence near taps, hook up hoses, attach nozzles.
* Attach hoses with wrench and tighten well (so that they are not easily removed).
* Check hoses regularly for leaks; repair or replace as needed.
* If water line requires repair contact the WR office.
* At end of season – Remove, drain, coil and store hoses in shed. (Wrench needed to remove hoses.) Look for photo in shed for hose placement.
* Present receipts for purchases or repairs to WR office for reimbursement.
* NOTE: Nozzle use is personal preference. Plants sprayed from above (wet leaves) promotes powdery mildew and disease. To reduce mildew, water at ground level and avoid wetting leaves.

**Herb / Strawberry Patch Gardener**

*3 volunteers*

* Our community herb and strawberry patch is located in plot 40.
* Divide tasks among group. Discuss previous successes and determine what to sow. (ie basil, parsley, dill, tarragon, cilantro).
* If necessary, purchase a few annual herbs (such as rosemary, culinary thyme, sage, lemon balm).
* Tend, weed and water plot 40 each week of season.
* Present receipts of plant and seed purchases to WR office for reimbursement.

**Entrance or Perennial Bed Gardener**

*6 volunteers – 3 assigned to tend North Entrance and 3 to tend the Perennial Bed and Patio*

Entrance team tasks

* Divide tasks among group.
* Weekly: Water, weed, pull dandelions, trim / pull grass in entrance area bed.
* End of season: cut back perennials, remove annuals. (Leave perennial clematis standing.)
* Take bags of plant debris home to green bin.

Perennial bed + Patio tasks

* Divide tasks among group.
* Weekly: Water and weed the perennial beds. (Water more often if there is little rain).
* Weed patio area.
* End of season: cut back perennials.
* Take bags of plant debris home to green bin.

**Donation Bed(s)**

*6 volunteers*

* Mid-May: two volunteers prepare the soil and sow donation plot(s).
* Divide tasks among group. Each month, one volunteer tends the plot (water, thin seedlings, weed).
* Abandoned plots (not sown by June 1) may also become donation plots.
* September: Group determines who will harvest and who will deliver to food banks.

**Closing Team** (early October – date TBA)

*3 volunteers*

* Clean tools, store in shed
* Hang shovels, rakes, forks on left wall
* Store hand tools on shelves against back wall in trugs (rubber baskets)
* Store weed whackers and lawnmowers along inside right wall
* Leave centre of shed floor clear for storage of dry leaves (for compost use next year).
* Discard broken plant supports and tools
* Last items in shed: wheelbarrow and garbage cans
* Rake leaves / pick up twigs and bag. Take bags of leaves and debris home to green bin. Take garbage bag home to black bin.
* If closing day weather forecast is miserable, arrange another day to close.
* NOTE: Irrigation Maintenance volunteer will take down, drain, coil hoses and store in shed prior to, or on, closing day.

**Membership / Communications / Board Liaison**

* Promote community gardens; assist new gardeners with sign-up; answer questions year round.
* Liaise with WRCA Board of Directors and Staff
* Help prepare and maintain/manage community garden budget
* Allocate plots to gardeners in an equitable way, keeping with mandate of WRCA.
* Overall community garden organization

**Communications Liaison**

*3 volunteers*

Position 1. Develop schedule for Compost team

* Develop schedule for compost team
* Manage emails between compost coordinator and compost team.

Position 2. Develop schedules for Grass cutting and Weed whacking

* Develop schedule for grass cutting and weed whacking teams
* Manage emails for grass cutting and weed whacking teams.

Position 3. Email liaison

* Email liaison (wrveggie address) between coordinators and garden group
* Forward enquiries from gardeners to the appropriate persons
* Compile and forward notices from Colleen and task coordinators to the group (primarily during May; roughly once per month June thru September)

**2020 Season — New Task**

*4 volunteers*

* Replant perennials (housed in patio area) in front of community centre.
* Divide tasks among group. Water perennial and weed bed during growing season.