**Jenkins Estate Coordinator Tasks – version 6-26-2018**

1. Irrigation maintenance

Includes: communication/scheduling with irrigation expert (including spring turn-on, fall flush-out, notification of urgent breakage issues), setting/monitoring days/times/durations of watering schedule, responding to gardener concerns regarding water levels, adjusting watering schedule based on weather patterns, monitoring budget

1. Gravel/soil management – purchase/refresh

Includes: ordering gravel/soil; finding ways to get “heavy lifting” jobs completed (e.g., corrections crew oversight); monitoring budget

1. Building/Shed management

Includes: monitoring cleanliness of Equipment shed/red shed/ gazebo, working with team to get rid of excess items, reorganize shed to ensure equipment is easily accessible

1. Intern recruitment

Includes: luncheon presentation during intern training session, emailing invitations/assigning phone calls to invite new interns to join Jenkins Learning Garden crew, occasional emails to re-invite interns to join Learning Garden crew, intern orientation

1. Class list development/coordination with WCMGA activities

Includes: creating schedule of classes of interest to public/MGs, finding/scheduling instructors, notifying THPRD of dates/times of events, developing signage for events, creating packets of evaluation forms/sign-in sheets/signs for each event, putting up/taking down directional signs during event, collecting evaluation forms, summarizing attendance data on spreadsheet, ensuring 1-2 MGs are present at each event to assist instructor, replacing signage as needed

1. Monthly meetings of leadership team

Includes: creating agenda, notifying attendees of meeting, providing notes of meeting results

1. Budget development/monitoring

Includes: soliciting input from team regarding needs/wants, developing logical/reasonable budget, approving expenses, submitting reimbursement requests to treasurer, monitoring spending to ensure no overexpenditure occurs, oversee Portland Nursery 30% discount card program, receive/pay THPRD water bill each quarter

1. THPRD communication

Includes: contract signing, communication regarding changes to policies/procedures, signage requests, key check-out/security, notification of Saturday/other events “off-schedule”, scheduling use of Gate House and bathroom

1. Coordination/communication with WCMGA board/MG Program staff

Includes: occasionally attending Board meetings to share Jenkins successes/concerns/budget needs, providing quarterly reports on Jenkins Learning Garden progress/success, taking photos of Learning Garden crew in action for WCMGA/MG Program staff use, provide summary data of each year’s activity to MG Program staff = number of volunteer hours, pounds of food donated, class attendance, visitors log responses, etc.

1. Brochure development/maintenance

Includes: creating 4-color brochure for public, maintaining “freshness” of content of 4-color brochure, children’s game, public “mailbox” sign-in sheets, MG sign-in sheets

1. “Commons” area development/maintenance

Includes: maintenance of fencing, doors, hardscape, areas outside garden deer fence, central gazebo area, pathways, shed, lean-to, storage

1. Coordinate/lead tours

Includes: responding to requests from community members, garden clubs, schools, others who want to be toured through the garden, lead tours

1. Overall vision for garden future

Includes: development of policies/procedures as needed (mole abatement, pesticide use, etc.), ensure look/feel of the garden is consistent with THPRD vision