



3657 Michigan Ave • Colorado Springs CO • 80910 • 719.301.5411

## **MARY'S HOME GARDEN VOLUNTEER CORDINATOR POSITION DESCRIPTION**

**Title:** Garden Volunteer Coordinator  
**Accountable To:** Associate Program Director  
**Status:** Volunteer position without opportunity for employment

### **Organizational Background**

Dream Centers is a faith-based non-profit organization founded in 2011 to provide health and hope to people of Colorado Springs who are working to rebuild their dreams. The two entities of Dream Centers are the Women's Clinic and Mary's Home. Mary's Home is a long-term, educationally-focused, in-depth program for single mother families working to exit homelessness permanently.

### **Position Purpose & Overview**

We are looking for a Garden Volunteer Coordinator to manage the Mary's Home garden in the residential area. BombBomb, a local organization in Colorado Springs, generously donated and built our beautiful raised-bed garden a few years ago to foster community and health for the families at Mary's Home and give them a shared space to care for together. We need a volunteer who loves gardening and who has experience with tending to a variety of homegrown produce to care for and delegate responsibility to the Garden Team members, and oversee the overall health of the garden.

### **Responsibilities**

- Coordinate the Garden Team so that the garden gets the proper care & nourishment it needs year-round
- Work with Garden Team to maintain garden beds
- Coordinate with the Associate Program Director to put on 2-5 gardening events per year for the Mary's Home residents
- Manage the allotted Garden Budget and assure receipts are turned in in a timely manner
- Be on-site to help with some volunteer shifts, to cultivate community on the Garden Team
- Collect produce when ready, ensuring minimal food waste
- Work with the Resident Advisers to distribute picked produce to residents
- Have an eye for safety and report any safety concerns to staff
- Communicate any questions or concerns you may have to the Associate Program Director

### **Requirements and Qualifications**

- Follower/disciple of Jesus Christ and committed to personal spiritual growth; in agreement with the Nicene Creed
- Have a desire to serve and love the resident families and staff
- Have knowledge of garden care and practices
- Comfortable caring for a team and delegating responsibilities to others
- Be a welcoming/professional presence to volunteers, staff, executive team, etc.



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### Time Commitment

Minimum of 4 to 8 hours per month, less during the winter

### Physical Requirements:

<b>Working Environment</b>	Seldom	Occasional	Frequent
Cold (50° F or less)	X		
Heat (90° F or more)	X		
Gases/Fumes/Dust	X		
Heights	X		
Noise		X	
Climbing (Stairs/Ladders)		X	
Driving		X	
Standing			X
Sitting			X
Walking			X
Bending			X
Work with Others			X
Working Alone		X	
Crawling or Kneeling			X
Repetitive Movements			X
<b>Office Machines</b>			
Telephone	X		
Fax	X		
Calculator	X		
Computer/Mouse/Printer			X
Copier		X	
Dictaphone	X		
Scanner		X	
<b>Moving Heavy Items</b>			
Lifting/Lowering			X
Pushing			X
Reaching Over Shoulder			X
Reaching Forward			X
Carrying			X
<b>Other Requirements</b>			
Visual Acuity: Near			X
Visual Acuity: Far			X
Color Discrimination			X
Hearing			X
Speech			X
Manual Dexterity			X
Eye-Hand Coordination			X