

Roles and Responsibilities for Project Leader KBGA

Roles and Responsibilities Overview

Role Title

Project Leader KBGA

Purpose of the Role

Lead a team of KCMG volunteers involved with KBGA

Key Responsibilities

List the main duties associated with the role:

- In support of our primary focus of caring for the Pollinator Garden(PG), communicate weekly with MG volunteers regarding outlook for the coming week's tasks, including specific location, work to be done, weather concerns and special equipment needed
- Share information about special KBGA events and learning opportunities
- Maintain and update our text groups to enable the above items, adding new participants and removing those who have moved on
- Promote use of KBGA's Better Impact portal for volunteer opportunities and perks
- Communicate with KBGA staff regarding their expectations of us, special areas of need for help, ways in which we may support their mission, ensuring work we do aligns with the organization's plans, and finding opportunities for involvement of people with varied skills and abilities
- Communicate with KCMG and Extension regarding project needs and concerns
- Make best use of our budget, communicating with Treasurer
- Maintain PG in a manner that speaks to its ecological purpose, providing food, shelter and habitat for flora and fauna, and to its place in a Botanical Garden visited by thousands each year. It should provide services to our environment as well as being a place of beauty.
- Develop relationships with volunteers, letting them know they are valued, and letting them work to their comfort zone, so they will want to stay involved
- Encourage new MG volunteers to join us by presenting at student training and field trip
- Welcome non-MG volunteers

- Engage with visitors so they get the most of their experience
- Communicate calendar updates to Events team
- Communicate KBGA Project Page updates to Webmaster
- Maintain relevant documents and images in Library

Skills and Qualifications

Detail the skills, experience, and qualifications needed to fulfill the role effectively:

- Communication is paramount, both sharing information and listening
- Encourage sharing of knowledge and thoughts about maintenance and development of the gardens
- Encourage a sense of community, building a group of people who are happy to see each other, even when it's blazing hot
- Some knowledge of native plants and ecological gardening is important, as is an eagerness to learn more

Reporting Structure

Explain how this role fits into the broader organizational structure:

- Report to the KCMG Board of Directors via an annual report
- Report to membership via newsletter articles and website updates

Performance Expectations

- Maintain a successful demonstration garden
- Sustain a pool of dedicated volunteers while encouraging new people to join us
- Garden and interact in ways that reflect well on KCMG, Extension and KBGA
- Act as a conduit between the KCMG and KBGA organizations to continue building a mutually beneficial relationship

Term of Service

- Not term limited

Other Notes

- As the KBGA organization evolves, there are a lot of moving pieces and changing dynamics. It is important to be aware of the big picture, not just what's blooming today.