

Roles and Responsibilities for The BLOOM Center Project Leader

Roles and Responsibilities Overview

Role Title

The BLOOM Center Project Leader

Purpose of the Role

The BLOOM Center project leader is responsible for the KCMG BLOOM Center project.

Key Responsibilities

- Defines the overall program vision, mission, goals and objectives so they align with KCMG and Central Bearden expectations.
- Establishes the organizational and leadership structure of the project.
- Communicates program activities and needs to Central Bearden, KCMG, community partners, and volunteers in person and via electronic tools such as e-mail, text, GroupMe and Constant Contact. This includes informal messaging and formal newsletter articles and publications.
- Works with The BLOOM Center Volunteer Management leader to identify volunteer needs and recruits new volunteers.
- Approves all project activities at a high level.
- Oversees facility operations (maintenance, upgrades, etc.) Identifies facility needs for the greenhouse and grounds, identifies solutions and requests funds / purchasing, obtaining some materials and services as needed.
- Provides financial oversight and management
- Develops master plant production plan to ensure plants are ready when needed for each output channel (spring sale, donations, cutting gardens, etc.)
- Creates weekly activity plans for Day Leaders to implement with adult and student program participants.
- Oversees Master Gardeners in their year-round support of BLOOM.
- Promotes and publicizes the BLOOM Center using social media and by building relationships to ensure ongoing financial support and public awareness of the program.
- Ensures compliance and safety standards are being met, including ensuring we meet State of Tennessee Department of Agriculture licensing and regulations for greenhouse operations.

Skills and Qualifications

- Excellent written and verbal communication skills
- Excellent interpersonal skills
- Strong ability to coordinate multiple activities and individuals to achieve goals
- Ideally, a general working knowledge of plant propagation from seeds, cuttings, etc, and how to grow them in a greenhouse environment. General working knowledge of computer software, social media, electrical, plumbing and ventilation and bookkeeping.

Reporting Structure

This role fits into the KCMG leadership structure as a project leader role.

At Central Bearden, the sponsoring organization, this is an unpaid, lay leader position that reports to the Minister of Missions and Executive Pastor.

Performance Expectations

Keep it BLOOMing!

Term of Service

Indefinite

Other Notes