



WASATCH  
COMMUNITY  
GARDENS

# Delivery Coordinator

The main responsibility is transporting and distributing garden resources. This includes handling the distribution of plant sale leftovers, and coordinating the drop-off of garden donations and purchases. Access to a vehicle is required for this role. If you are unable to complete your responsibilities, please contact your WCG Garden Manager so that they can make other arrangements.

## **Distribution of WCG Plant Sale Leftovers**

When available, plant sale leftovers are divided to share with community gardens and other non-profit partners. The WCG plant sale occurs during the week before Mother's Day. Following the sale, you will need to be available to participate in the distribution process, to pick up materials provided, and to transport materials to your community garden. This may take several hours.

Then, at the direction of the WCG Garden Manager, facilitate the sharing of the donated materials among gardeners. Common plots often receive priority, with remaining plants divided for individual gardeners. You'll need to send instructions to the garden email group, and provide a deadline for individuals and common plot stewards to pick up their share, after which, the plants are available first-come-first-served. Care for the plants during this time by protecting them from frost and keeping them watered in a shady location.

## **Coordinating Drop-Offs of Other Garden Donations and Purchases**

Occasionally, assistance may be needed to help transport or coordinate the drop-off of materials such as woodchips, compost, hay bales, etc. This may simply mean being available to show the delivery driver where to drop the material, or it may require retrieval of the materials yourself. Other times, materials may need to be taken to the dump, such as uncomposted brush piles.

## **Handling In-Kind Donations**

Wasatch Community Gardens is a 501c3 non-profit organization that oversees community gardens throughout the valley, serving as the legal entity accepting and tracking donations to the gardens. Donations to any individual garden are considered donations to WCG. If a business or individual approaches you about donating to your garden specifically, please direct them to contact the WCG Garden Manager

WCG staff will then check to make sure that the donor meets some basic requirements. (For example, if an organization or business wishes to donate that is explicitly opposed to WCG's mission and values, we may decline the donation). Next, WCG documents the donation, prepares a receipt, and arranges for delivery or pick-up of the materials. At this point, the WCG Garden Manager may contact you and ask you to pick up materials from the donor's location, or at a WCG garden or office site where items may be temporarily stored.

Once materials have been distributed to gardens, we also like to send the donor thank you letter and a photo of their items in use. For this purpose, we may ask you to send a photo or a short written update about how the garden used the donation.