

Fort Sackville Foundation
Grounds Coordinator—Volunteer Job Description

A member of the Fort Sackville Foundation (FSF), the volunteer Grounds Coordinator:

- reports to the Executive Committee and works collaboratively with FSF executive and coordinators, in particular the House Coordinator.
- prepares an estimate for annual budget deliberations
- when necessary, make suggestions for special projects (keeping in mind their heritage significance) and their estimated costs in writing to the Executive for approval.
- solicits volunteers from the community, FSF membership and Bedford Horticulture Society to assist with summer grounds maintenance.
- liaises with the HRM representative on Grounds matters that need approval from HRM – including mowing, plowing, tree removal, etc.
- monitors weekly the property and reports any damage to HRM.
- prepares annual summary report for Executive, including a list of all donors and volunteers.
- completes other duties as assigned.

Specific Duties:

- creates and oversees work parties to plant, weed, prune, fertilize and maintain raspberry patch, shrubs, flower gardens and beds.
- grows, purchases and/or solicits plants that are in keeping with a heritage site for flower beds
- maintains and repairs gardening equipment.
- maintains the condition of the carriage house, controlling inventory and housekeeping duties.
- removes and disposes of garbage from the house following ecologically friendly waste disposal procedures.
- maintains the condition of the rock wall on the south side of the property.
- dethatches, limes and fertilizes and weeds all lawns bordering the Manor House.
- controls the spread of knotweed by cutting back and installing ground cover.
- applies mulch to shrubs and specific flower beds.
- maintains quoit beds and annually removes and installs.
- maintains (paints and repairs if required) all signage, benches, etc.
- ensure that storm windows and air conditioners are removed, cleaned, stored and installed as appropriate.
- increases monitoring after storms.
- participates in orientation of summer staff and instructs summer staff in proper watering of hanging baskets and gardens.
- coordinates and supervises work parties of local Scouts and Guides who volunteer as part of their Community Service badges.
- be the Contents Manager of the Facilities Manual.
- be the Fire Safety Coordinator.