



TYLER ARBORETUM HORTICULTURE CREW VOLUNTEER JOB DESCRIPTION

PURPOSE OF SERVICE: To assist Arboretum staff in the development and maintenance of the Arboretum, which also includes setting up for events. Events include the Annual Plant Sale and Tyler at Twilight.

QUALIFICATIONS/SKILLS:

- Available to volunteer one to two mornings per week, year-round, as your schedule fits. Winter work is available.
- Good health with physical dexterity, ability to bend and kneel, and tolerance for working outdoors in inclement weather with the exception of extreme weather advisories, such as extreme heat, snow, thunderstorms and high winds. Some of the work can be physically demanding, while other tasks are less strenuous.
- Required: good stamina, endurance, and patience.
- Willingness to work as part of a team and to accomplish assignments.
- Beneficial: an interest in and appreciation of trees, shrubs and gardens, and a desire to learn about them.

TYPICAL ASSIGNMENTS: Volunteers are able to select their workdays and tasks. The work can range from light duty to more strenuous activities. Examples of tasks include weeding, maintaining paths, basic pruning, setting up for events, planting, brush clearing, mulching, chipping, and garden clean up. Note: Trained and authorized volunteers are permitted to use some powered equipment. For instance, backpack blowers can be used as needed to assist with leaf clean up. Volunteers use the chippers with staff present. Volunteers may not use chain saws.

EXPECTATIONS:

- Sign-up for workdays using SignUpGenius and report as scheduled, 8:00 AM - 12:00 PM. Notify the HORT supervisor via email in advance if you are unable to keep your commitment, and delete your sign up.
- Dress for outdoor weather in comfortable and presentable clothing. Bring a hat, gloves, sunglasses, and sunscreen; wear sturdy, closed toe shoes.
- Treat all tools with care and learn proper techniques to use them. Return all tools and arboretum property to the proper location, clean and ready for reuse.
- Follow instructions from your supervisor. Ask what you need to know to complete your assignments. Communicate openly with your supervisor to build productive working relationships. Be sure to mention physical limitations and safety concerns.
- Plan to take a break with fellow workers to share common interests and build a working team.

TRAINING AND DEVELOPMENT:

- Required annually: Volunteer Safety Training covering tools, dress code, hazard communications, personal protective equipment, vehicle requirements and other safety topics as applicable. Volunteers will sign and date their attendance at each training session (minimally annually)
- In order to be aware of safety measures and the work conditions that may be encountered as you perform various tasks, volunteers are to be familiar with the details under 'Safety While Volunteering' section of the Volunteer Handbook.
- Volunteers learn through hands-on experience. The supervisor is responsible for your training and will orient volunteers to the projects. Volunteers are encouraged participate in informal learning sessions, field trips or collecting expeditions to enhance their experiences.

DATE DRAFTED: 3/15/16, 3/10/20, 1/25/21, 12/18/23