



TYLER ARBORETUM LUCILLE'S GARDEN VOLUNTEER JOB DESCRIPTION

PURPOSE OF SERVICE: Provide day-to-day support to the gardener(s) in Lucille's Garden, in the vegetable display and other planting beds and mulched areas.

QUALIFICATIONS/SKILLS:

- Available to volunteer mornings as per the schedule, typically 3 weekday mornings are available, with occasional special projects offered at other times. Minimum of 8 hours of commitment per month during the busiest months (May through October) and as available in March, April, November and December (weather dependent).
- Good health with physical dexterity, ability to bend and kneel, and tolerance for working outdoors.
- Ability to push a wheelbarrow of produce or mulch for short distances. The work can be physically demanding.
- Possess good stamina, endurance, and ability to problem solve. Have a positive outlook and like to be creative.
- Willingness and desire to learn about vegetable growing/grooming/harvesting and sustainable gardening techniques.
- Beneficial: some experience with vegetable gardening, plant ID and basic pruning and display planting. Master Gardener training is a plus.
- Beneficial: ability to interact with general public and answer gardening questions.

TYPICAL ASSIGNMENTS: weeding, grooming, planting, harvesting and other general (seasonal) garden maintenance duties.

EXPECTATIONS:

- Sign-up for workdays using SignUpGenius and report as scheduled. Notify the supervisor in advance if you are unable to keep your commitment, and delete your sign-up. Note: dates and times could be adjusted based on weather or other conditions
- Dress for work outdoors, in comfortable, serviceable, and presentable clothing. Wear sturdy shoes. Bring a hat, gloves, sunglasses, insect repellent, and sunscreen as needed.
- Be able to do the following without much supervision: gravel cleaning, garden clean-up, manage containers (watering and grooming.)
- 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.
- Complete orientation and training, including signing off on safety training annually.

- 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.

TRAINING AND DEVELOPMENT:

- Required annually: Volunteer Safety Training covering tools, dress code, personal protective equipment, vehicle requirements and safety. 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 to participate in informal learning sessions to enhance their experiences.

DATE DRAFTED: 09/10/18, 1/7/19, 2/11/19, 3/10/20, 1/25/21, 1/6/2022, 2/6/24