TYLER ARBORETUM PLANT RECORDS VOLUNTEER JOB DESCRIPTION

PURPOSE OF SERVICE: Assist the Plant Recorder in checking, mapping, and inventorying Tyler's woody plants that grow within the 100 acres enclosed by the deer exclusion fence.

QUALIFICATIONS/SKILLS:
- Available to volunteer one-half day per week, typically Wednesday mornings, year-round, weather dependent.

- Good health with physical dexterity, ability to bend, stoop and kneel, and tolerance for walking 3 to 5 miles outdoors.

- Stamina, endurance, eye for detailed work and patience.

- Willingness to work both individually and as part of a team to accomplish assignments.

- Beneficial: good grasp of scientific tree and shrub identification and the ability to read maps.

- Asset: Master Gardener training, plant ID classes.

TYPICAL ASSIGNMENTS: Help the Plant Records department with ongoing inventorying of the Tyler plant collections. Tasks involve label maintenance on trees and shrubs, confirming plant locations on printed maps, and inventorying collections.

EXPECTATIONS:
- Sign-up for work sessions using SignUpGenius and report as scheduled. Notify the supervisor via email in advance if you are unable to keep your commitment and delete your entry in SignUpGenius.

- Dress for work indoors or outdoors, in comfortable, serviceable, and presentable clothing. Wear sturdy closed toe shoes.

- Complete Plant Records orientation.

- Treat all equipment with care and learn proper techniques to use them.

- 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: Volunteers learn through hands-on experience. The supervisor is responsible for your training and will orient volunteers to the projects.

DATE DRAFTED: 12/10/15, 03/30/17, 1/20/21, 9/21/22, 12/19/23