



VOLUNTEER POSITION DESCRIPTIONS

HORTICULTURE

Help with basic greenhouse maintenance and propagation work. Assistance is needed with such tasks as watering, pruning, seeding flats, potting plants, cleaning seeds, record keeping and general cleanup. Help is also needed in collecting seeds and cuttings from the gardens for propagation purposes and creating signage for plant sale items.

GARDENS

Assist in the maintenance of existing gardens and installation of new gardens. Duties may include pruning, weeding, watering, fertilizing, insect and disease control, soil preparation, drainage control, installation of irrigation systems and planting.

RESEARCH

Help gather data from ongoing experiments on threatened and endangered plants or plants with horticultural potential both on site and in the field. Work may involve taking measurements on plants, weighing plant parts, hand-pollinating flowers, germinating seed, preparing test plots, transplanting plants and recording survival information.

ADMINISTRATION /PUBLIC RELATIONS

Assist with event publicity, photo and slide file, library, photocopying, and computer design and word processing, scanning, signs and flyers, information handouts, and internet searches.

VISITOR SERVICES

Assist with reception (phone and in person), admissions, booking school groups, sales, cashiering, restocking and re-shelving. Help with other department projects. Help during special events. Answer many questions about the Arboretum and its flora.

FACILITIES

Assist with routine maintenance of grounds and facilities, and work on special projects.

SPECIAL EVENTS

Assist with the Plant Sales, Festivals, Concerts, Summer Soiree, Wine in the Woods and more! Duties include event set up, cashiering, providing sales and gardening advice, parking cars and restocking.

DOCENT PROGRAM

Present programs to the public, including two daily regularly scheduled garden tours, seasonal nature trail tour, scheduled public school field trips, scheduled group tours, and off-site presentations. The Docent program requires a significant commitment of time. Information is available upon request.

EDUCATION

Assist with scheduled school group programs, Seasonal Butterfly House, record keeping, create classroom kits, and slide shows.