2017 VOLUNTEER JOB DESCRIPTION

1. Job Title: Adopt a Plot Volunteer

2. Time of year/months of the year this job holder will be actively engaged: May 1 through October 1

3. This job requires a weekly commitment.

4. Minimum number of hours per week we anticipate you will need to expend to complete the job: 1-2 hours

5. The Arboretum staff member who will supervise your work: Jesse Dahl

6. The Arboretum volunteer who will supervise your work:

7. Job description:
   The Adopt-a-Plot volunteer cares for a specified area in the garden, performs routine maintenance and welcomes visitors while they work.

The job includes the following tasks:

   • **Weeding**: Remove all weeds and place them in grey compost holders weekly.
   • **Deadheading**: Remove spent blossoms from roses, annuals, and perennials and place in grey compost holders weekly.
   • **Clean-up**: Tidy up plot, adjusting labels so they are straight; pick up trash and other debris weekly.
   • **Reporting**: report any concerns or problems to the Coordinator. This includes time away because of vacation, illness, etc.
   • **Visitor Interaction**: be open and welcoming to visitors, answering questions or directing them to the website, Arboretum Explorer or Visitor Center for more information.

Preferred traits and skills:

   • Ability to interact with other volunteers and visitors in a professional manner
   • Desire to learn about gardening