

## 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