

## 2017 VOLUNTEER OPPORTUNITIES

Please checkmark the volunteer position(s) you are interested in signing up for.

### Opportunity 1: **Working with Plants**

*These positions occur multiple times throughout the year.*

- Adopt a Plot Volunteer:** Care for a specified area in the gardens, provide routine garden maintenance and engage with visitors while they work.
- Friends' Plant Exchange Volunteer (twice per year):** Assist participants in identifying and labeling plants in preparation for the exchange (see Events below for dates).
- Garden Heroes:** Work with the Horticulturist to maintain Arboretum gardens via mulching, weeding, planting and more. Volunteers must be able to lift, pull, push and perform other strenuous activities.
- Native Plant Volunteer:** Work with the Curator and Native Plant staff to maintain the Walk Across Kentucky Collection and the Arboretum Woods.
- Plant Photographer:** Document our plant collections throughout a specified part of the year.
- Spring/Winter Prep Volunteer:** Work with the Horticulturist or Curator to provide help for seasonal tasks at The Arboretum. Volunteers must be able to lift, pull, push and perform other strenuous activities. Tuesday, March 14, March 21, and September 19, 9:30 am - 12:00 pm.

### Opportunity 2: **Working with People**

*These positions occur multiple times throughout the year.*

- Archivist:** Work with Arboretum staff to archive and preserve historic documents.
- Docent-in-Training Tour Guide:** Lead regularly scheduled tours in the gardens.
- Events Photographer:** Capture the festive atmosphere and document an entire event (see Events below for dates).
- Hospitality Committee Member:** Work with the committee chair to provide light refreshments for pre-determined events and functions. Set up refreshments prior to and clean up after each function.
- Community Relations Committee Member:** Tasks include delivery of visitor brochures to outside entities in Lexington and newsletter preparation for circulation.
- StoryWalk Installer:** Change the interpretive panels for the StoryWalk monthly.
- Volunteer Recognition Committee:** Plan and prepare appreciation events for volunteers in coordination with the Friends.

Volunteer Orientations will occur 9:00 a.m. - 9:30 a.m.

Tuesday, March 14, Tuesday, March 21, Tuesday, April 4, Tuesday, April 18, Tuesday, May 2,

Tuesday, May 16, Tuesday, June 6, Tuesday, June 20, Tuesday, September 5 and Tuesday, September 19

### Opportunity 3: **Working our Events**

*These events occur once per year.*

- Arbor Day set-up:** Friday, April 28, 2017, 1:00 pm – 4:00 pm. Set up tables, signage, decoration and other materials as needed. Construct tree maze out of yarn under direction of Arboretum staff. Must be able to lift and carry 25 lbs.
- Arbor Day:** Saturday, April 29, 2017, 9:00 am – 3:00 pm. Tasks include assisting with tree giveaway, manning Friends table and costumes and removing signage and decorations.
- Birdhouse Display and Silent Auction:** Thursday, April 20 – Sunday, May 7.
- Friends' Plant Exchanges:** Saturday, May 13, 2017 and Saturday, October 21, 2017, 9:00 am – 11:00 am. Assist participants in identifying and labeling plants in preparation for the exchange.
- Party for the Pumpkins:** October 14, 2017 2:00 p.m. – 6:00 p.m. Tasks include assisting with pumpkin giveaway, staffing Friends table and costumes and removing signage and decorations.

### Opportunity 4: **Working with Friends of The Arboretum to support The Arboretum**

*(These volunteer positions require a current membership in the Friends of the Arboretum)*

*These positions occur multiple times throughout the year.*

- Charter Review Committee Member:** Work with the committee chair and director to evaluate the governing documents of the organization, organize meetings to solicit input, recommend updates and report out to Friends Board of Directors.
- Lecture Committee Member:** Work with the committee chair to review and recommend speakers for two annual Founders lectures.
- Membership Committee Member:** Work with the committee chair, director and membership coordinator to grow the number of members, be responsible for tabling at functions and events at The Arboretum to promote membership and be responsible for tabling at our 10% discounters on pre-determined dates.
- Membership Assistant:** Assist the membership coordinator with mailings, thank new and renewing members for their memberships and mail cards for their use.

### Opportunity 5: **Working with Children**

*(These volunteer positions require a background check and additional training).*

*These positions occur multiple times throughout the year.*

- Kentucky Children's Garden (KCG) Event Volunteer:** Staff stations and engage visitors in activities.
- KCG Field Trip Volunteer:** Use teaching skills to present information at a station during field trips.
- KCG Greeter:** Welcome and assist guests at the gates of the Kentucky Children's Garden.
- KCG Model Train Operator:** Maintain and operate the model trains in the Kentucky Children's Garden.
- Outreach Volunteer:** Attend outreach events on behalf of The Kentucky Children's Garden.