

# Outdoor Gardener Volunteer Position Description



**Goal of the Position:** Provide beautiful and inspiring well-maintained public gardens

**Location:** Work occurs throughout the outdoor gardens, greenhouses and acreage as seasonally needed. Sign in at the volunteer center (Horticulture building).

## The Gardening Season:

Gardening outdoors begins in April and concludes in mid-November, dependent on the weather. Tasks vary from week to week, but seasonally include the following:

<b>April-May</b>	Green House transplanting of plants, clean up the gardens, sweep, divide plants, pick up twigs and leaves and other debris, add compost and mulch to the flowerbeds, cut back plants, remove mulch from roses and plant roses.
<b>May-June</b>	Plant annual flowerbeds and perennials, water plants, fertilizing roses, mulch, weed and dead head and dig spent spring-flowering bulbs.
<b>June-Sept</b>	Weed, mulch, stake plants, prune, deadhead, sweep, rake leaves.
<b>Sept-Nov</b>	Plant bulbs and perennials, clean up beds, mulch, and put roses to bed.

## Orientation/Training:

- General orientation to Green Bay Botanical Garden and an initial volunteer program overview with the Volunteer Manager
- Garden-specific training is done on-site with GBBG horticulture staff supervisor at the beginning of each shift. Tasks vary from week to week.

## Qualifications:

- Ability to make a season commitment of gardening once a week
- An interest in and enjoyment of plants and gardening
- Ability to perform light physical tasks such as bending, kneeling, lifting, digging and tolerate some weather extremes
- Quality and detail oriented
- Able to follow instructions, after training, without constant supervision

## Dress:

- Wear comfortable clothing, appropriate to the weather
- Always wear sturdy shoes
- Please: no sandals, sleeveless t-shirts that are cut below arm pit, halters or cutoff style shorts
- **Bring your own gloves.** All necessary tools are supplied by the Garden.

**Garden Crew Shift:** During each shift, volunteers work directly with one of the horticulture staff. Shifts start promptly – please arrive on time. Shifts are scheduled:

Tuesday	8:00 am – 12:00 pm
Wednesday	8:00 am – 12:00 pm
Thursday	8:00 am – 12:00 pm, 1:00 pm – 3:00 pm *new*

- Most volunteers join crews in the spring. On an as needed basis, additional gardeners are added to crews.
- Staff depends on volunteers to work their shifts each week. They understand that time off is needed occasionally. If you can't work a specific shift, please notify the Garden by calling our general number: (920) 490-9457 and leave a message. The message will be communicated in a timely manner to the Horticulture staff.
- If the weather is questionable the day you are scheduled to volunteer, please call the staff to verify if work will proceed that day. Heavy rain will cancel a session, though occasionally there are inside projects.

**Staff Contact:**

- Sarah Pingel – Horticulturist/Educator: (920) 491-3691 X 119 or [spingel@gbbg.org](mailto:spingel@gbbg.org)

## **Volunteer Appreciation at Green Bay Botanical Garden**

GBBG values its volunteers and makes every effort to provide timely volunteer recognition. All staff and volunteers responsible for volunteer supervision are encouraged to undertake on-going, informal methods of recognition of volunteer service. These methods range from “thank you's” to a concerted effort to include volunteers as participants in program decision-making and implementation.

In addition, volunteers who contribute **25 or more hours** between January and December (previous calendar year) qualifies them for a “Volunteer Appreciation Card” handed out at the Volunteer Season Kick Off event in Spring.

### **Our GBBG Appreciation Program consists of:**

- ✓ **25 Volunteer Hours over 3 months:**
  - Permanent GBBG nametag to be worn while volunteering
  - Free annual gift given at our Volunteer Appreciation event (must be present)
  - Annual recognition in an issue of the GBBG newsletter
- ✓ **50 Volunteer Hours:** all the above plus:
  - a 15% discount at our WPS Trellis Gift Shop (this is an additional 5% discount from the 10% membership discount given – must present card at time of purchase)
- ✓ **75 volunteer Hours:** all of the above plus:
  - 2 general admission complimentary GBBG passes (not including Special Events)
- ✓ **100+ Volunteer Hours:** all of the above plus:
  - Free admission to 2 GBBG lectures/classes during a calendar year (no carry over) with a maximum member fee of \$9. Volunteers must pre-register by the class

deadline and present this card at class check-in. Number of volunteer registrants is limited so register early!

Finally, and most importantly, many GBBG volunteers explain that their greatest reward comes from helping others. The personal and professional growth, the challenges and the friendships from volunteer experiences are life-long rewards. The opportunity to be of service to others is important to all volunteers.

If you are volunteering for the Garden as part of a group, for example, with your service club, church group, retirement organization or the like, the hours you contribute in that endeavor will accrue to the group and not to each individual member of the group.

If you have questions about your benefits or hours, please contact:

Anne Basten, Membership & Volunteer Manager

Green Bay Botanical Garden, 2600 Larsen Road, Green Bay, WI 54303

920-491-3691 X105, [abasten@gbbg.org](mailto:abasten@gbbg.org) [www.gbbg.org](http://www.gbbg.org)