

NORFOLK BOTANICAL GARDEN



Norfolk Botanical Garden Volunteer Services
Volunteer Position Description
Position Title: **Horticulture Volunteer**

Purpose: Horticulture volunteers assist in keeping Norfolk Botanical Garden beautiful by performing essential garden maintenance such as weeding, pruning, dead-heading, planting, watering, mulching and debris clean up.

Location: Norfolk Botanical Garden ~ 6700 Azalea Garden Road ~ Norfolk, VA ~ 23518

Essential Duties and Responsibilities:

- ❖ Arrive on time with professional demeanor and appearance
- ❖ Maintain regular contact with Horticulture staff member to whom assigned
- ❖ Work with Horticulture staff to prune, weed, dead-head, water, mulch, clean debris and plant in flower beds and natural areas as assigned
- ❖ Be flexible and willing to work with different Horticulture staff members depending on Garden's needs
- ❖ Provide excellent customer service if approached by a garden guest, including answering garden-related questions

Reports to: Horticulturalist and/or Horticulture Curator

Time Commitment: Volunteer must commit to at least one shift per week for the first month and a minimum of 50 hours in a year-long period. Schedule may be determined by volunteer and/or Horticulture staff member.

Qualifications

For this position, the candidate must:

- ❖ Be strongly committed to providing volunteer hours
- ❖ Be comfortable working alone for brief or long periods of time
- ❖ Be a self-starter and eager to learn
- ❖ Must pass a national and local criminal background check

Prior horticulture or gardening experience preferred but not necessary; volunteer will be trained on all aspects of the job.

Equipment Used/Provided: Gloves, trowels, shovels, rakes, pruning shears (large and small), weeding instruments, wheelbarrows, buckets, tree and limb cutters, etc.

Physical and Environmental Conditions:

- ❖ **Auditory:** Must be able to understand instructions delivered in normal conversation to self or with an interpreter/chaperone/guardian/parent
- ❖ **Visual:** After training, must be able to identify weeds and other trouble spots in a plant collection or flower bed
- ❖ **Environmental:** This is an **outdoor** opportunity that experiences frequent exposure to direct sunlight, high heat, humidity, cold and mild inclement weather such as a light rain.
- ❖ **Physical:** This is **physically demanding, outdoor manual labor** that requires frequent standing, walking, bending, stooping and pulling. Must be able to lift 25 pounds.