



# Horticulturist / Garden Volunteer

## Position Description

**Purpose of Volunteer Service:** Maintain the gardens and grounds of Fabyan Forest Preserve including the gardens and grounds within the District.

**Supervisors:** Horticulturist and Volunteer Coordinator

**Typical Assignment:** Assist the Horticulturist with installing new plant material in garden beds. Weed and clean garden beds, remove dead blooms and branches. Maintain plant identification tags and signs. Evaluate and monitor plants within the garden.

### Qualifications/Skills:

- Interest in gardening and working outdoors.
- Willingness to get hands dirty.
- Research the historical records for plans and concepts of the landscape for historical area.
- Carry out the proper pruning and horticultural details of the existing plant materials in compliance with generally accepted plant maintenance for this region.
- Assist with the planting of new and annual plant materials.
- Willingness to learn and share information with staff, other volunteers and the public.
- Flexibility and ability to adapt to changing weather conditions and schedules.
- Ability to work as a team with staff and other volunteers.
- Physical ability to bend, kneel and perform light digging and lifting.
- Ability to work independently on weekends.



### Expectations:

- Commit to 4-8 hours a month (weekday or weekend).
- Become familiar with the Fabyan Forest Preserve and share knowledge with the general public.
- Arrive promptly to discuss and coordinate work plans with the Horticulturist (during the week).
- Keep track of your hours and report them to the Volunteer Coordinator each month.
- Return all tools to the proper area.
- Notify staff if you are unable to meet a scheduled commitment.
- Represent the District in a warm professional manner.
- Provide ideas and suggestions for the improvement of the volunteer program and/or your volunteer position.

### Training:

Volunteers are required to attend the *Volunteer Orientation* and will receive hands-on training. Additional education classes are listed in the quarterly newsletter, *The Tree Line*, which can be viewed online at <http://www.kaneforest.com/publications/treeLine.pdf> . Continuing education sessions specifically for volunteers are offered throughout the year as time permits.