

Position Description: Garden Inventory Team Members

Description of Position: Garden Inventory Volunteers will partner with garden staff to record new plantings, maintain the planting records database, update garden maps in ArcGIS, and keep up to date plant inventories of the garden.

Benefits:

- Garden Inventory Volunteers will have the opportunity to familiarize themselves with the Arboretum collections on a detailed level.
- Garden Inventory Volunteers will learn about plants that have research, teaching, and ornamental value.
- Garden Inventory Volunteers will learn information about many plants, plant names and gain skills in plant recognition and/or plant identification.
- Garden Inventory Volunteers are able to use the expertise of and develop important working relations with the staff. You should have some plant knowledge to work with this team, but training will be provided and expertise from staff will be available to support your work.
- Garden Inventory Volunteers will be trained to work in ArcGIS, a spatial database software program that the Arboretum uses to produce maps.

Each volunteer will be responsible for:

- Participating in all trainings that are provided for Garden Inventory Volunteers
- Tracking work hours and reporting expected absences. Volunteers should plan on attending most of the work sessions throughout the year.
- Fulfilling task commitments
- Providing positive and helpful suggestions
- Participating in continuing education classes
- Presenting a mature and professional attitude to visitors, staff and other volunteers
- Working safely and following established safety procedures both in the garden and with computers (ergonomics, frequency of breaks, etc.). Reporting all incidences of “on-the-job” injury or illness to the appropriate staff member
- Participating in group snack if that’s the consensus of the group.

Outcomes or goals:

With the successful support of the Garden Inventory Volunteers, an effective and efficient system of maintaining planting records and garden inventories will be current and accurate.

Time Commitment:

Garden Inventory Volunteers will meet weekly for xx hours on (day). Due to the investment of training we ask for at least a year’s commitment.

Qualifications Needed:

Garden Inventory Volunteers should enjoy detail-oriented work. Critical thinking skills are valuable. Computer literacy is required and you must be willing and able to learn new software. Careful attention to accuracy is more important than speed. Much of the work is best suited to a well-organized person. Curiosity and interest in exploring alternative, more effective or efficient ways of accomplishing goals is always a plus! If you enjoy puzzles, playing detective, or untangling a ball of yarn, this job is for you!!