



## Mesa County LIBRARIES

### Volunteer Job Description

**Position:** Garden Volunteer

**Location:** Discovery Garden  
N. 5<sup>th</sup> Street & Chipeta Avenue  
Grand Junction, CO 81501

**Position Purpose:** The purpose of this position is to care for and maintain the Discovery Garden by planting, weeding, harvesting, watering and greeting visitors. Volunteers will have the opportunity to participate in events and may share ideas and suggestions with the Garden Advisory Committee.

**Supervisor:** Volunteer & Community Outreach Coordinator

Responsibilities, Duties, Functions, Tasks (what must be completed to achieve the goals):

- Greet visitors and answer questions to the best of your ability
- Follow watering schedule, remove weeds and deadhead, harvest vegetables, there may be additional tasks depending on the season
- Clean and return tools and other materials to shed when shift is completed
- Close and lock shed at the end of shift
- Close gates upon leaving the garden
- Report any maintenance issues, damages, major concerns and emergencies to staff
- Report hours to Volunteer Coordinator using Galaxy (online portal) or log sheet by the 10<sup>th</sup> of each month

Qualifications (minimum experience, skills, education, knowledge):

- Must be at least 14-years-old
- Interest in gardening with no previous experience necessary
- Ability to follow directions from experienced volunteers and have confidence to ask questions

Requirements:

- Interview with Volunteer Coordinator, review of handbook and signed waivers
- Orientation with Garden Volunteer Trainer before working in garden independently
- Physical ability to push, lift, bend, kneel, pull and spend time in varying weather conditions. Accommodations can be made to meet a variety of abilities.

Time Commitment:

- Schedule is flexible, average of 1 hour per shift
- Discovery Garden is open sunrise to sunset
- Season is March – November with some tasks through the winter season