Growing Opportunities Greenhouse Education Volunteer
Job Description

PURPOSE: To assist with individuals of varying ages and abilities in greenhouse education activities. Client groups include persons with traumatic brain injury, mental illness, memory impairment, and/or physical disabilities.

QUALIFICATIONS:
- Ability to interact with individuals of all ages and varying abilities
- Experience working with persons with disabilities is helpful, but not required
- Ability to tolerate summer heat, occasional lifting of heavy items and kneeling for extended periods of time
- Background in social work, nursing, or teaching is helpful, but not required

TASKS:
- Attend Volunteer Orientation
- Assist Growing Opportunities staff with helping program participants learn job skills in the greenhouse

OTHER FUNCTIONS:
- Initiate suggestions and ideas for program improvements.
- Recruit community residents and organizations as program volunteers, and mobilize community resources to meet identified needs.

I PLEDGE:

To recognize the important responsibility in serving as a volunteer for Growing Opportunities
To protect and respect privileged information to which members have access to in the course of official duties, and ensure that matters of a confidential nature are not disclosed to any other party(ies).
To avoid conflicts of interest between my position as a volunteer and personal matters. If such a conflict does arise, volunteers(s) must declare the conflict.
To always represent this organization in a positive and supportive manner, and act for the good of the program, agency, and community.

I have received orientation. I acknowledge that my duties as a Greenhouse Education Volunteer. If, for any reason, I find myself unable to carry out the duties, I agree to resign my position.

First Name (please print)                                      Last Name (please print)

_____________________________________________________________
Signature                                                   Date
Growing Opportunities Site and Crop Maintenance Volunteer
Job Description

PURPOSE: To assist with general maintenance of the greenhouse facilities and crops.

QUALIFICATIONS:
- Interest in urban gardening
- Experience with hydroponics or greenhouse maintenance helpful, but not required
- Ability to tolerate summer heat, occasional lifting of heavy items and kneeling for extended periods of time
- Availability on weekends and holidays a plus

TASKS:
- Attend Volunteer Orientation
- Assist Growing Opportunities staff with greenhouse equipment repairs and maintenance
- Assist Growing Opportunities staff with hydroponic crop production
- Provide supervision of greenhouse during “off hours” when staff is unavailable

OTHER FUNCTIONS:
- Initiate suggestions and ideas for program improvements.
- Recruit community residents and organizations as program volunteers, and mobilize community resources to meet identified needs.

I PLEDGE:

To recognize the important responsibility in serving as a volunteer for Growing Opportunities
To protect and respect privileged information to which members have access to in the course of official duties, and ensure that matters of a confidential nature are not disclosed to any other party(ies).
To avoid conflicts of interest between my position as a volunteer and personal matters. If such a conflict does arise, volunteers(s) must declare the conflict.
To always represent this organization in a positive and supportive manner, and act for the good of the program, agency, and community.

I have received orientation. I acknowledge that my duties as a Site and Crop Maintenance Volunteer. If, for any reason, I find myself unable to carry out the duties, I agree to resign my position.

First Name (please print)  Last Name (please print)

Signature  Date
Volunteer Descriptions

Greenhouse Education: Assist with individuals of varying ages and abilities in greenhouse education activities. Client groups include persons with traumatic brain injury, mental illness, memory impairment, and/or physical disabilities.
- **Prior Experience:** Experience working with persons with disabilities; background in social work, nursing, or teaching is helpful
- **Qualifications:** Ability to interact with individuals of all ages and varying abilities
- **Training:** Orientation
- **Time:** 3-4 hours per week
- **Physical Requirements:** Ability to tolerate summer heat, occasional lifting of heavy items and kneeling for extended periods of time

Site and Crop Maintenance: Are you more of a plant person? We still need your help! Assist with general maintenance of the greenhouse facilities and crops. Volunteers will assist with equipment repairs and maintenance, in addition to crop production.
- **Prior Experience Needed:** Experience with hydroponics or greenhouse maintenance helpful
- **Qualifications:** Interest in urban gardening; must have own transportation
- **Training:** Orientation
- **Time:** 3-4 hours per week
- **Physical Requirements:** Ability to tolerate summer heat, occasional lifting of heavy items and kneeling for extended periods of time

Greenhouse Manager: Provide supervision of greenhouse during “off hours” when staff is unavailable.
- **Prior Experience Needed:** Experience with hydroponics or greenhouse maintenance preferred
- **Qualifications:** Availability on weekends and holidays; must have own transportation; ability to work independently
- **Training:** Orientation
- **Time:** Saturdays, 1-2 hours per day, plus major holidays
- **Physical Requirements:** Ability to tolerate summer heat, occasional lifting of heavy items and kneeling for extended periods of time

Tour Guides: Lead informative tours through the greenhouse for the general public and school groups.
- **Prior Experience Needed:** None
- **Qualifications:** Ability to lead tours and interact with the public. Gardening knowledge helpful.
- **Training:** Orientation
- **Time:** 2 hours per week
- **Physical Requirements:** None

Publicity: Assist Staff in promoting Growing Opportunities’ vocational training program and products.
- **Prior Experience Needed:** Photography, graphic design, PR skills helpful
- **Qualifications:** Ability with basic office software, e-mail and social media; must have own transportation; ability to travel to multi-locations
- **Training:** On the job
- **Time:** Flexible, in office or at home
- **Physical Requirements:** None

Nutrition: Assist with nutrition education workshops.
- **Prior Experience Needed**: Nutrition or cooking knowledge preferred
- **Qualifications**: Must have own transportation
- **Training**: Provided prior to specific program
- **Time**: Days vary depending on program, 2 to 3 hours per session
- **Physical Requirements**: None

**Other types of volunteers we may need in the future:**

**Farmers Market**: Assist staff in direct marketing to consumers of our products.
- **Prior Experience Needed**: Experience with sales is helpful
- **Qualifications**: Must have own transportation
- **Training**: Orientation
- **Time**: Varies dependent on Market
- **Physical Requirements**: Ability to tolerate summer heat, occasional lifting of heavy items.

**Children/Family Programs**: Assist with children and family programs, special events.
- **Prior Experience Needed**: Previous teaching or experience with children preferred
- **Qualifications**: Ability to interact with young children
- **Training**: Provided prior to specific program
- **Time**: Days vary depending on program, 2 to 3 hours per session
- **Physical Requirements**: Ability to kneel, sit on floor