



We exist to provide opportunities for low-income citizens to move toward personal and economic independence.

**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



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**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