

Volunteer Position Description

Garden Club Volunteer

| <i>Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.</i> | |
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| Work Location | 12526 County Road 3806, Murchison, TX 75778 |
| Position Grade | 3 ; background check includes Criminal Background, Social Security Number Verification, and Sex Offender Registry |
| Purpose of the Position | Help keep our gardens flourishing by providing general garden care. |
| Volunteer Responsibilities | <ul style="list-style-type: none"> • Prepare and care for flower beds • Maintain healthy foliage in and around the animal enclosures • Design and install new plantings to provide essential and proper enrichment and environmental stimuli for the animals • Remove non-native, invasive, or harmful plants or weeds as they appear • Assist in grounds keeping activities such as mulching, planting new plants, trimming and pruning, and general gardening maintenance • Help regulate watering schedules based on plant needs and current weather patterns • Monitor and harvest flowers and produce as needed |
| Level of Difficulty 1=easy/5=demanding <small>(physical, mental, emotional)</small> | <ul style="list-style-type: none"> • Physical difficulty is level 4; requires rigorous activities for the bulk of the shift including bending, digging, lifting, standing, and working outside • Mental difficulty is level 2; proficiency in basic gardening and horticulture is helpful. Also requires training and following rules and procedures • Emotional difficulty is level 1; role doesn't involve emotionally-charged issues or situations |
| Expected Environmental Conditions | All of the work is performed outdoors in all weather conditions which can include extreme heat. Knowledge of any allergies to wild plants is important. |
| How Often Volunteers Work On-site | All work is performed on site |
| Orientation/Training | Orientation includes the following: overview and brief walking tour of the ranch, description of rules, and overview of volunteer opportunities. Volunteers will be trained on the particular aspects and tasks required for their role. |
| Learning Opportunities | <ul style="list-style-type: none"> • Knowledge of plant species and care, gardening techniques and how to use gardening tools • Knowledge of CABBR/DDEC and how the program area fits into the larger picture of animal protection • Exposure to the operations of an animal care center • Knowledge of animals' habitats |
| Position Start Date | Ongoing |
| Initial Minimum Commitment | At least four, 4-hour shifts the first six weeks; continuing volunteers commit to at least one, 4-hour shift each month |
| Scheduling Guidelines | Two shifts available: 7:00 a.m.-11:00 a.m. and 12:00 p.m.-4:00 p.m. |
| Qualifications/Requirements | <ul style="list-style-type: none"> • Able to use standard gardening equipment such as mowers, pruning |

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| for Volunteer Applicants | <p>shears, shovels, clippers, etc.</p> <ul style="list-style-type: none"> • Able to meet the requirements outlined in the Essential Capabilities document with or without reasonable accommodation • Insensitive to wildlife odors/feces • Able to learn and demonstrate a familiarity with CABBR's and DDEC's programs • Able to understand The HSUS's policies and positions regarding animal protection issues and able and willing to appropriately and accurately represent those policies when interacting with the public or otherwise representing The HSUS • Experience with gardening and horticulture is helpful |
| Restrictions | <ul style="list-style-type: none"> • Volunteers under 18 must have permission from a parent or guardian to participate in our program. Teens 16-17 may work independently after attending the orientation with their parent or guardian. Teens 12-15 can volunteer with a parent or guardian as their partner at all times. • Must have reliable transportation and arrive on time for shifts • Must wear closed-toed shoes • Must learn and follow all guidelines and policies of The HSUS and CABBR/DDEC, and follow directions given by staff • Must submit the required paperwork and pass a background check before being assigned • Should have access to a computer and ability to login into an online volunteer communication site to receive updates, as well as a phone for easy communication • Current tetanus inoculation required |
| Tools/Equipment Provided (including Personal Protective Equipment) | All gardening tools and supplies needed for the work including gloves and rubber boots |
| Supervisor(s) | Facilities, Cleveland Amory Black Beauty Ranch |
| Number of Concurrent Volunteer Openings | 20; individuals or teen-parent teams |
| Additional Information | |
| Updated | 01.06.2015 |