



## Volunteer Position Description

### Horticulture and Garden Team Volunteer

*Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.*

<b>Work Location</b>	18740 Highland Valley Rd, Ramona, CA 92065
<b>Position Grade</b>	<b>3</b> ; background check includes Criminal Background, Social Security Number Verification, Motor Vehicle Check and Sex Offender Registry
<b>Purpose of the Position</b>	Help keep our current gardens flourishing to provide essential and proper enrichment and environmental stimuli to our animals
<b>Volunteer Responsibilities</b>	<ul style="list-style-type: none"> <li>• Maintain healthy foliage in and around the animal enclosures: trimming, pruning, mulching and weeding</li> <li>• Help design and install new plantings in garden beds</li> <li>• Remove non-native, invasive, or harmful plants or weeds as they appear</li> <li>• Help regulate watering schedules based on plant needs and current weather patterns</li> <li>• When possible and as needed, use own method of transportation to assist the center with off-site or remote tasks or projects</li> </ul>
<b>Level of Difficulty</b> <b>1=easy/5=demanding</b> (physical, mental, emotional)	<ul style="list-style-type: none"> <li>• Physical difficulty is level 4; requires rigorous activities for the bulk of the shift including bending, digging, lifting and working outside</li> <li>• Mental difficulty is level 2; requires training and following rules and procedures</li> <li>• Emotional difficulty is level 1; role doesn't involve emotionally-charged issues or situations</li> </ul>
<b>Expected Environmental Conditions</b>	Some work will be in areas where wild plants are plentiful, so knowledge of any allergies to wild plants is important. All of the work is performed outdoors in all weather conditions which can include extreme heat. (There is access to air conditioning/heat, restrooms, a kitchen, break room, drinking water, coffee, and computers as needed.)
<b>How Often Volunteers Work On-site</b>	All work is performed on site
<b>Orientation/Training</b>	Orientation includes the following: history and tour of The Fund for Animals Wildlife Center (FFA), description of rules, overview of programs and volunteer opportunities. Volunteers should attend the orientation wearing closed, rubber-soled shoes. Volunteers will be trained on the particular aspects of their role.
<b>Learning Opportunities</b>	<ul style="list-style-type: none"> <li>• Knowledge of plant species and care</li> <li>• Knowledge of gardening techniques and how to use gardening tools</li> <li>• Knowledge of animals' habitats</li> <li>• Knowledge of various animal species and wildlife issues</li> <li>• Knowledge of The FFA and how the program area fits into the larger picture of animal protection</li> <li>• Exposure to the operations of a wildlife center</li> </ul>
<b>Position Start Date</b>	Ongoing

<b>Initial Minimum Commitment</b>	Will be determined on an individual basis based on volunteer's skills and Wildlife Center project list
<b>Scheduling Guidelines</b>	Between the hours of 8 am and 6 pm
<b>Qualifications/Requirements for Volunteer Applicants</b>	<ul style="list-style-type: none"> <li>• Able to use standard gardening equipment such as pruning shears, shovels, clippers, etc.</li> <li>• Able to sit, bend and/or stand for the duration of the shift</li> <li>• Able to learn and demonstrate a familiarity with The FFA's programs</li> <li>• 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</li> <li>• Able to meet the requirements outlined in the Essential Capabilities document with or without reasonable accommodation</li> <li>• Gardening experience and knowledge of horticulture highly valued</li> </ul>
<b>Restrictions</b>	<ul style="list-style-type: none"> <li>• Must be at least 16 years old</li> <li>• Must have reliable transportation and arrive on time for shifts</li> <li>• Must wear closed, rubber-soled shoes</li> <li>• Must learn and follow all guidelines and policies of The HSUS and The FFA, and follow directions given by staff</li> <li>• Must submit the required paperwork and pass a background check before being assigned</li> <li>• Should have access to a computer and ability to login into an online volunteer communication site to receive updates</li> <li>• Current tetanus inoculation recommended</li> </ul>
<b>Tools/Equipment Provided (including Personal Protective Equipment)</b>	All gardening tools needed for the work, gloves, goggles, and sunblock
<b>Optional Tools/Equipment</b>	Any specialty tools or personal equipment you prefer to work with in lieu of The FFA's
<b>Supervisor(s)</b>	Director, The Fund for Animals Wildlife Center
<b>Number of Concurrent Volunteer Openings</b>	5 individuals
<b>Additional Information</b>	<ul style="list-style-type: none"> <li>• The FFA cannot accommodate court-mandated community service.</li> <li>• Volunteers must comply with a strict protected-contact working environment, which means that volunteers may only make physical contact with domestic species or wildlife who are undergoing medical treatment.</li> </ul>
<b>Updated</b>	12/24/2014