
VOLUNTEER DESCRIPTION



ART & HISTORY MUSEUMS
MAITLAND

Title: Facilities Aide, Gardener
Supervisor: Facilities Manager
Schedule: Weekdays
Commitment: Two (2) hours per week minimum

Position Summary: The Gardener will assist the Facilities Manager with maintaining the landscape around the facilities.

Duties:

- Work under the supervision of the Facilities Manager to complete routine landscaping activities, including, but not limited to -
 - Trim/prune existing plants,
 - Weed plant beds,
 - Zero out areas of overgrowth,
 - Remove debris,
 - Install new annuals, perennials, and other plants, and
 - Water plants throughout the gardens;
- Collaborate with staff for emergency preparedness and post-incident clean-up and repairs; and
- Complete other tasks as skill sets permit and as agreed upon with the Facilities Manager or Director of Operations or the Executive Director.

Qualifications:

- Good written, verbal and interpersonal communication skills;
- Good attention to detail;
- A team player with a strong work ethic who can develop a positive and highly productive work environment while maintaining flexibility;
- Ability to prioritize, multi-task efficiently and respond to a high volume of ongoing requests in a timely fashion to meet deadlines;
- Ability to continually develop skills related to use of rapidly changing technology and communications best practices;
- Ability to adapt and be flexible in a dynamic environment; and
- Physical ability to lift objects weighing up to fifty pounds (50 lbs.), climb stairs and ladders, stoop, bend, push, pull and perform other physical tasks.

Additional Comments:

- Responsibilities are assigned based on the volunteer's interests, knowledge, and skill sets;
- The schedule is determined by the volunteer's availability and the facilities open hours; and
- Appropriate training is provided to the volunteer in order to complete the assigned tasks.

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