

**Gardener/Landscape
Volunteer
Position Description**



Goal of the Position: Provide beautiful, well-maintained gardens and open public spaces.

Location: Work occurs throughout the William T. Evjue Rooftop Gardens, Olin Terrace, John Nolen Drive, and lakeside areas near the bike path as seasonally needed. Work may also occur inside the building on interiorscaping in the event of inclement weather. Log in at the volunteer station next to the greeters desk on level 4 main entrance.

The Gardening Season:

Gardening outdoors begins in April and concludes in early November, dependent on the weather. Tasks vary from week to week, but seasonally include the following:

April-May	Clean up the gardens and terrace, sweep, divide plants, remove stuck debris, prep and grade soil, wash soil from bed edges and tiles
May-June	Plant flowerbeds and perennials, water plants, mulch, weed, dead head
June-Sept	Weed, mulch, water, deadhead, maintain hardscape
Sept-Nov	Plant bulbs, divide perennials, clean-up beds, prep beds for winter

Orientation/Training:

- General orientation to Monona Terrace and an initial volunteer program overview.
- Garden-specific training and direction is demonstrated on-site with Monona Terrace staff at the beginning of each volunteer shift. Tasks vary from week to week.

Qualifications:

- Ability to make a season-long commitment of gardening once a week
- An interest in and enjoyment of plants and gardening with quality and attention to detail
- Ability to perform physical tasks such as bending, kneeling, lifting, digging, climbing onto raised beds, and tolerate some weather extremes
- Able to follow instructions, after training, without constant supervision
- Be 18 years of age and be email and text proficient

Dress:

- Wear volunteer shirt and badge for ID; clothing appropriate to the weather
- Please: no sandals, sleeveless t-shirts, halters, or cut-off style shorts
- *Monona Terrace* supplemental volunteer shirts are available for purchase

Garden Crew Shift: During each shift, volunteers work directly with Monona Terrace staff. Shifts start promptly—please arrive on time. Shifts are scheduled:

	Tuesday	8:00 am to 11:00 am
	Thursday	8:00 am to 11:00 am
Spring Garden Crew:	Tues, Thurs	8:00 am to 11:00 am (Mid-April or Mid-May—June)