

IMMEDIATE VOLUNTEER OPPORTUNITIES

Name _____ Email _____ Phone _____

Please Check (✓) your volunteer interests:

Important Training Dates:

- _____ **Member & Volunteer Orientation**, Sunday, February 25, 1:30-3:00 PM
 - _____ **Docent Training**, Wednesdays, February 7 – 14 – 21 – 28, 10:00 AM-12:00 PM (All four classes required)
 - _____ **Shuttle Driver Training**, Wednesday, February 28, 1:00-3:00 PM
- All classes will be held in the Volunteer Support Room located in the Smith Administrative Building (formerly Visitor Center)

Guest Services

- _____ **Admissions Desk Check-In and Information (Training required)** -- 9:00 AM-1:00 PM; 1:00-5:00 PM; 1 person per shift
Checking in members and greeting guests, selling daily admission, processing new memberships, answer phones, provide Garden information
Group Tour Docents (as needed)
- _____ **Shoppe at the Garden (Training required)**, 12:30-4:00 PM every day Sunday thru Saturday. Assist customers, answer phones, run the register, wrap gifts, assist employees with tagging merchandise and unwrapping.
- _____ **Greeters** for Guest Center Atrium, Two shifts: 10:00 AM-12:00 PM or 12:00 PM-2:00 PM, Monday thru Saturday; 1 volunteer per shift
- _____ **Administrative Help**, Filing, data entry, organization and other light duties, 1 volunteer, flexible schedule
- _____ **Membership Kiosk** – Process new memberships on Fridays and Saturdays 10:00 AM-1:00 PM or 12:00-3:00 PM, Guest Center Atrium
- _____ **Table At The Garden** – 11:00 AM-1:00 PM - Assist in service of food and beverages, clean tables, transfer food to Garden venues for events (when needed). Complimentary lunch provided.

Horticulture

- _____ **Greenhouse** volunteers needed: Thursday, February 15; Friday, February 16; and Friday, February 23 – 9:00 AM – Noon
Fill pots and trays, planting into soil, loading and moving (See Cody)

Immediate Volunteer Opportunities, continued

Special Events

- _____ **Shamrock Shindig**, Saturday, March 17, Herb Garden, 9:00-11:00 AM
6 volunteers at 7:00 A.M. to hide shamrocks and stay for event; face painters, craft helpers, check-in table, prize table and snack table (15+ volunteers needed to arrive by 8:00 A.M.)
- _____ **Leprechaun Lunch**, Saturday, March 17, Nichols Arbor, 7 volunteers at 10:00 A.M.; Assist with check-in, food and drinks
- _____ **Bunny Bonanza**, Saturday, March 24, Children's Garden, 10:00 A.M. – 12:00 P.M.; 9 volunteers to help place eggs at 8:00 A.M.; other volunteers arrive at 9:00 A.M. for crafts, drinks, snacks, and face painting
- _____ **Auburn Raptors Show**, Wednesday, March 28, Boeing-Toyota Amphitheater, 2 shows – 11:00 AM and 1:00 PM; sell concessions and direct traffic
- _____ **A Special Volunteer (Coordinator)** is needed to assist Special Events Manager. This person would coordinate, instruct, and supervise the volunteers during Garden events. Also provide office assistance in organizing and recruiting special event volunteers. Flexible schedule.

Education

- _____ **Children's Field Trip Docent** -- Share your love and knowledge of the Garden with school groups from Pre-K to 12th grade. Help director of education and children's education manager greet and direct field trip groups.

Galaxy of Lights

- _____ **Galaxy Crew Work Schedule:** Monday – Thursday, 8:00 AM – 12:00 PM
For February: Take down, transport, repair and store displays; Transport displays to/from the field via trailers; Move displays to proper position, erected and secured by guy wires.

Ongoing Volunteer Opportunities

Special Events

The Garden's special events are critical to our success, helping to increase funding while raising public awareness of the programs and activities of the Garden. Spring and Fall Plant Sale, Bunny Bonanza, Scarecrow Trail, Botanica, and Galaxy of Lights are just a few of the events that require a large team of volunteers to help the events run smoothly and efficiently. Assignments include event preparation, greeting guests, assisting with activities and games, serving refreshments, and clean up. This area has the most volunteer flexibility, and adults and teens are invited to get involved.

Administrative

Like any busy office, the Garden always needs organized individuals for administrative support. From database entry to preparation of large mailings, there are always routine office tasks for an additional pair of hands!

Docent

Learn more about the Garden and its unique environment and share that knowledge by leading visiting groups of all ages. Contact the Volunteer Coordinator regarding the next scheduled training session.

Guest Center/Shoppe at the Garden

This volunteer serves as initial greeter at the front desk, welcomes visitors, collects admission and presents information about the Garden—all while providing exceptional customer service. Assisting guests with merchandise and sales in Shoppe at the Garden and answering phones are other necessary and fun duties. Training is required.

Education Assistant

Assist in preparation, planning and executing educational programs and events for children and adults under direction of the Education staff. School group guide, summer camp supervisor and Butterfly House assistant are examples of a variety of roles to help the Garden fulfill its education mission.

Shuttle Driver

Attend a two hour training session and become a shuttle driver. Give guests a ride through the Garden on a golf cart while sharing information about its history. Our next training session will be in February. Reserve your space now!

Facility Rental

Assist staff with events in the Garden's rental facilities, such as weddings, corporate meetings, and party planning.

Gardening Assistant

Under direction of the Horticulture staff, participate in day-to-day activities from planting, landscaping, weeding, watering and mulching to other grounds maintenance and expansion projects. If you like hands-on experience in pruning, native plants, perennials, annuals and even weeds, become a gardening volunteer.