



## ***THE GARDEN NEEDS YOUR HELP!***

### **Immediate Garden Volunteer Opportunities**



The Garden depends on the family of volunteers it has been nurturing since its establishment. With the growth of the Garden, our family needs to grow as well! We have volunteer opportunities in several different departments, offering a variety of fun Garden experiences. Volunteer hours are great for the community and the Garden, they are fabulous for a resume, and we offer relationships that can last a lifetime. Please review our openings below and contact [Cookie Adams](#), our Volunteer Coordinator, if you would like more information or to sign up!

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### **Horticulture**

#### **Greenhouse Volunteer Position**

Filling trays and preparing for potting  
Week of Monday, February 13, 9:00 AM - 3:00 PM

#### **Plant Inventory**

Ongoing and flexible once trained  
Volunteers to help keep plant collections and maps up-to-date. You will walk an assigned area of the Garden with printed map and make notes of any changes, new plants, dead or missing plants, etc. and turn it in to our plant records office in the Horticulture Department. Basic data entry using Microsoft Word and Excel would occasionally be required. Must have legible handwriting, be able to read a map, and have some knowledge of plant ID.

#### **Sign Inventory**

Ongoing and flexible once trained  
Volunteers to assess the condition of our plant signs to help us replace faded signs. The volunteer will walk an assigned area of the Garden and copy down the information from the faded sign, along with the plant location, and enter the signs in need of replacement into Excel spreadsheet for our sign audit. Must have legible handwriting and be able to use Microsoft Word and Excel.

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## **Special Events**

### **Garden LOVE**

February 16, 6:00 - 8:00 PM, Nichols Arbor

Volunteers needed to assist with check in, beverage stations, and clean up

### **Shamrock Shindig for Kids**

March 17, 10:00 AM and 11:30 AM

A total of 21 volunteers per each time slot needed for face painting, crafts, snacks, check in, and Shamrock assistants. Bring your little leprechauns and look for hidden shamrocks and awesome prizes!

### **Special Events Administrators**

Volunteers who can assist the Special Events Manager on a regular basis. Volunteers will help set up/take down Garden events. Light office work, filing, and preparing for events included.

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## **Education**

### **Field Trip Docent**

Wednesday February 22nd - *Training*

11:00 AM - 1:00 PM

Murray Hall

Includes pizza & salad lunch

Field Trip Docents have the opportunity to share their love and knowledge of the Garden with all types of school groups that range in age from Pre-K to 12th grade.

### **Butterfly House Monitor**

Saturday April 29th - *Training*

1:30 PM - 3:00 PM

Anderson Education Center & Purdy Butterfly House

Could there be a better place to spend some quality volunteer time than in the stunning 9,000 square foot Purdy Butterfly House? As a PBH monitor you will be responsible for greeting guests and ensuring that their experience is full of pleasurable moments all the while surrounded by lush vegetation, rushing waterfalls, colorful butterflies and crowd pleasing turtles!

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## **Guest Services**

### **Shoppe at the Garden Volunteers**

Shoppe at the Garden located in the new Guest Center; greet and welcome guests to the gift shop; assist with sales; assist staff with checking in new items and pricing; answer incoming calls to the Garden. Full training provided.

### **Admission and Reception Volunteers**

Location: new Guest Center Atrium; greet and welcome guests to the Garden; take Garden admission; membership check in and sales; direct guests to locations for events, meetings, etc.;

sell tickets to Garden events; share maps and info about the Garden; answer incoming calls. Full training provided.

### **Greeters and Information Volunteers**

In the new Guest Center Atrium, greet and welcome guests for specific large events, such as grand opening, spring break events, etc., direct guests to locations for events, meetings, etc.; share info about the Garden; enjoy working with crowds and children.

### **Administrative Volunteers**

Location: Shoppe at the Garden office in new Guest Center.

Light computer work; data entry; occasional merchandise processing, some sales floor help. Full training provided.

### **Garden Docents**

Location: throughout the Huntsville Botanical Garden

*Docent Training:* Tuesday, February 21, Feb 28, March 7, and March 14

10:00 AM - 12:00

All four sessions are necessary to complete Docent training requirements. We will spend lots of time in the Garden in order to educate our visitors about the importance of plants, nature and the Garden. Docents serve as tour guides, education assistants, and Garden hosts and have a thorough understanding of the Garden's history, purpose and goals.

### **Shuttle Drivers**

Tour on a golf cart the guests that cannot walk the Garden. Possess excellent communication skills and ability to speak to groups; excellent driving skills; familiar with the Garden and Garden events. Training: Complete 2-hour orientation and receive golf cart one-on-one training on cart path.

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**Please contact Cookie Adams, the Garden Volunteer Coordinator, if you are interested in any of the positions available or if you would like more information about volunteering at the Garden!**

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