

Montgomery County Parks Department
9500 Brunett Avenue Silver Spring, MD 20901
Phone (301) 495-2504

VOLUNTEER JOB DESCRIPTION

JOB TITLE: Community Garden Volunteer Liaison
LOCATION: Community Gardens within Montgomery Parks
TIME: Volunteers will start in early spring and asked to commit to one full year. They should visit garden at least twice a week during busy season.

JOB DESCRIPTION:

Montgomery Parks provides safe spaces for neighborhoods to publically garden together while developing community relationships. The Volunteer Liaison assists in setting up and organizing the community garden. This includes providing support for gardeners and serving as a liaison between the gardeners and the Community Garden Director.

DUTIES AND RESPONSIBILITIES:

1. Provide support for gardeners and serve as a liaison between the gardeners, the Community Garden Director and Montgomery Parks.
2. Facilitate formal and informal activities with the assistance of Parks staff.
3. Maintain an orderly posting of information in Community Garden Kiosk.
4. Organize the gardeners for cistern fillings and maintenance.
5. Help maintain the planting areas not leased out to individuals: including watering and weeding.
6. Be a resource for questions and concerns. Refer all other questions to Community Gardens Director.
7. Report all plots or gardeners who are not conforming to the guidelines to the Community Gardens Director.

QUALIFICATIONS:

1. Interest and experience in gardening.
2. Willingness to learn new gardening techniques.
3. Desire to share plant and gardening knowledge/interests with staff and the public.
4. Follow directions and ensure attention to detail.
5. Work independently.
6. Ability to work outdoors year round.
7. Have computer access and be comfortable using email.
8. Possess excellent communication skills.
9. Enjoy working with a diverse community.

REQUIREMENTS:

1. Minimum age 18 years.
2. Ability to work outdoors.
3. References required.
4. Criminal background screening required.
5. Ability to commit to a pre-arranged schedule.

AUTHORITY:

Use of park equipment, facilities, and materials as needed.
Provided a set of keys to kiosk, and lock combination or keys to garden gate, if needed.

TRAINING:

On the job training provided by the Community Garden Staff including use of Yahoo Groups.

BENEFITS:

Volunteers at Montgomery County Community Garden receive many benefits, including a free garden plot, program discounts, volunteer appreciation events, hands on educational opportunities and more.