



## **VOLUNTEER JOB DESCRIPTION**

### **CHILDREN'S SCHOOL PROGRAM GUIDE**

**LOCATION:** Brookside Gardens, 1800 Glenallan Avenue, Wheaton, MD 20902-1369

**NEED:** Two to four hours per week during March, April, May, and half of June, and again in September, October, November, and half of December.

**JOB DESCRIPTION:** Volunteer School Program Guides assist with mostly Montgomery County school groups and other groups that are registered for a Brookside Gardens Children's classroom program Tuesday-Friday, 10:00a.m. - 11:30a.m., and 11:30a.m.-1:00p.m.

#### **DUTIES AND RESPONSIBILITIES:**

- \* Assist with handling and directing groups
- \* Set-up and clean-up classroom tables
- \* Assist children during hands-on potting plant activity
- \* Lead and teach small groups of children outdoors in Brookside Gardens
- \* Assist and support reinforcing the lesson plan outdoors
- \* Assist with special projects and related group program development

#### **QUALIFICATIONS AND REQUIREMENTS:**

- \* Enthusiasm and interest for working with children
- \* A strong background in education and working with children
- \* A strong interest in horticulture
- \* The ability to speak with a clear and articulate voice
- \* Minimum age of 18 years
- \* A commitment to six school programs per Fall and Spring sessions

**TRAINING:** Two training sessions take place; one session in March prior to programs beginning in April and the second session in September prior to programs beginning in October.

**COMMENTS:** Our children's programs are popular within the county school system and support the curriculum and national state standards required for Montgomery County Public Schools. Helpful, informed school program guides greatly enrich the experience. For more information, call 301-962-1429, or email [GardenVolunteer@mncppcmc.org](mailto:GardenVolunteer@mncppcmc.org).