



VOLUNTEER JOB DESCRIPTION

SPECIAL PROJECTS VOLUNTEER

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

NEED: Volunteers are needed to work on special projects. Hours are flexible.

JOB DESCRIPTION: Volunteers are needed to assist with various projects within Brookside Gardens' Departments for special events, usually on evenings or weekends, or for occasional drop-in work days during the week.

DUTIES AND RESPONSIBILITIES:

- * Assist with receptions
- * Assist with special events such as Children's Day or Butterfly Festival
- * Assemble materials for mailings
- * Assemble program packets
- * Attend occasional planned workdays, which may include invasive weed removal, mulching or planting
- * Scan slides and/or create presentations
- * Assist with carpentry or painting projects

QUALIFICATIONS AND REQUIREMENTS:

- * Well organized and reliable
- * Ability to communicate through email preferred
- * Ability to be flexible in work duties
- * Minimum age of 16 years

TRAINING: On the job training will be provided as needed.

COMMENTS: Volunteers will be placed on a Special Projects email list and notified by email when a special project need arises. This position is ideal for volunteers who prefer a flexible time commitment. For more information, call 301-962-1429, or email MCP-GardenVolunteer@mncppc-mc.org.