

2011 Volunteer Opportunities at Coastal Maine Botanical Gardens

Please contact Amanda Russell (633-4333 ext. 107 or arussell@mainegardens.org) to sign up, whether you are a new volunteer *or a returning veteran volunteer*.

2011 Volunteer Programs

Children's Garden Stewards

In 2011 the Children's Garden Stewards will have a blast in the most exciting part (as some would say!) of Coastal Maine Botanical Gardens. There's so much to do and see and discover out there. Extensive training and staff support assures confidence and enhances volunteer skills.

Job Description: Implement and assist after training in the following areas:

- Administer easy-to-understand Activity Stations
- Answer questions and inspire interest in the Children's Garden
- Invite the public to join you as you implement the Daily T0-Do List, such as feeding the chickens
- Tidy the Story Barn and check the restrooms as needed
- Check the scheduled Story-Time Readers to double-check implementation. May need to read in the afternoon, pending the schedule.

Time Commitment: All – new *and* veteran – Stewards need to complete one training session specific to the Children's Garden: 2-4:00 on Sunday, April 10, **OR** Sunday, May 15, **OR** Sunday, June 12. All NEW volunteers also must complete one Visitor Services Orientation session: 12-2:00 p.m. on Sunday, April 10, **OR** Sunday, May 15, **OR** Sunday, June 12.

To be a Steward, volunteer for one shift once per week as follows:

Monday-Sunday, Shifts: 9 a.m.-11 a.m.
11 a.m. – 1 p.m.
1 p.m. - 3 p.m.
3 p.m. - 5 p.m.

Visitor Center Ambassadors

Job Description: Once again, we need to ensure that the Front Desk area does not back up with uncomfortable lines during peak times in the busy season. This Gardens Volunteer Program places a volunteer (or maybe even two at especially busy hours) in Kerr Hall to explain the map and answer questions that the Front Desk usually handles and will continue to handle during the slower times. Volunteer Ambassadors enjoy people and love to talk to them about the Gardens! Volunteering in this program fulfills docent requirements!

Minimum Commitment: New volunteers complete one orientation session: 12-2:00 p.m. on Sunday, April 10, **OR** Sunday, May 15, **OR** Sunday, June 12. To be an Ambassador, shifts are 10:00 a.m.-1:00 p.m. and 1:00-4:00 p.m. during the peak summer season of June 15 and Sept. 30.

Gardens Docent Program

Job Description: The Gardens Docents are comprehensively trained by the Director of Education and other Gardens Staff in a series of classes that prepares them for providing guided tours throughout the Gardens' landscape. Practice time is provided. All veteran docents are expected to complete updating training in 2011.

Minimum Commitment: Complete the full docent training/re-training program and provide 3 tours (hopefully more!) in 2011. This year, being a Visitor Center Ambassador, Accessible Cart Tour Driver, or a Children's Garden Stewart also fulfill the Minimum Commitment requirements after training is completed.

New Docent Training: Mon.-Wed., June 6, 7 + 8, 10-3:00 each day

Veteran Docent + new Education Center Training: Wednesday, June 8, 1-3:00 AND Thursday, June 9, 10-2:00.

Gift Shop Clerks

Job Description: Volunteers in the Gardens Gift Shop are the face of the Gardens! Commitment and reliability are critical because of the job's importance. Clerks work closely with the Gift Shop Manager, helping to run the daily operations of the Gift Shop. Tasks include ringing up sales, answering questions about the merchandise, and, as time allows, the same tasks as the Caretakers (see below). There is always full-time, on-site staff support for all volunteers. There are training and orientation sessions for new volunteers and update sessions for veteran volunteers on their first day back to prepare everyone for this important and enjoyable task.

Minimum Commitment: New volunteers complete one orientation session: 12-2:00 p.m. on Sunday, April 10, **OR** Sunday, May 15, **OR** Sunday, June 12. In addition to the orientation session, returning and new volunteers will need to complete further training with the Gift Shop Manager. Volunteer one shift weekly or every other week. Shifts are 9:00 a.m.-1:00 p.m. and 1:00-5:00 p.m.

Gift Shop Caretakers

Job Description: As a different option, rather than volunteering in the Gardens Gift Shop as a clerk, volunteers may want to support the Gift Shop as a Gift Shop Caretaker, an important part of maintaining the Gift Shop. A Gift Shop Caretaker tends to the day-to-day needs of the Gift Shop by:

- Answering customer questions about Gift Shop merchandise
- Being a presence on the Gift Shop floor to secure merchandise
- Dusting and rearranging merchandise
- Helping to put away inventory downstairs after deliveries
- Helping to shelve inventory from downstairs into the Gift Shop

Minimum Commitment: New volunteers complete one orientation session: 12-2:00 p.m. on Sunday, April 10, **OR** Sunday, May 15, **OR** Sunday, June 12. In addition to the orientation session, returning and new volunteers will need to complete further training with the Gift Shop Manager. Volunteer one shift weekly or every other week. Shifts are 10:00 a.m.-1:00 p.m. and 1:00-4:00 p.m.

We also need one Gift Shop Volunteer Overseer for the Gift Shop Volunteer Program and Gift Shop Caretakers, who will confirm the volunteer schedule a week in advance with a telephone call/message and handle any substitution situations with volunteers.

Volunteer Shuttle Drivers: NEW SCHEDULES and NEW ROUTES!

Job Description: Volunteer Shuttle Drivers have a set itinerary driving visitors in our courtesy shuttle throughout selected areas of the Gardens and the parking lots. Drivers *love* this job! And why not? They meet and greet visitors, taking them on a leisurely ride amidst some very beautiful parts of the Gardens. Extensive practice time is available, and training is comprehensive. In addition to the new-volunteer orientation, all shuttle drivers need to complete training on the NEW shuttle buses scheduled for purchase.

Minimum Commitment: All – new *and* veteran – shuttle drivers need to complete one training session specific to the new shuttle carts and routes: 10-11:30 a.m. on Sunday, April 10, **OR** Sunday, May 15, **OR** Sunday, June 12. All NEW volunteers also must complete one Visitor Services Orientation session: 12-2:00 p.m. on Sunday, April 10, **OR** Sunday, May 15, **OR** Sunday, June 12.

To be a Shuttle Driver, drive one shift weekly or every other week. Shifts will be 11:00 a.m.-2:00 p.m. and 2:00-5:00 p.m. One route goes to the Rhody Garden exclusively and one route goes to the Pinecone exclusively.

We also need one Volunteer Shuttle Driver Overseer who will confirm the shuttle driver schedules a day or two in advance with a telephone call/message and handle any substitution situations with volunteers.

Annual Fund Calling Volunteers

Job Description: Coastal Maine Botanical Gardens Annual Fund Callers will be an integral part of the Gardens' annual fundraising program. Raising crucial unrestricted dollars each year via telephone calls, Coastal Maine Botanical Gardens volunteers are at the center of the Annual Fund's success. Volunteers will contact friends of Coastal Maine Botanical Gardens throughout the summer season to raise support for the Annual Fund. They help provide information on current events at the Gardens now and answer any questions that might arise.

Minimum Commitment: Participate in calling sessions as your time allows. They will be held every other Tuesday beginning June 28 (June 28, July 12, July 26, August 9, August 23): either 9 am – 10:30 am or 6 pm - 7:30 pm. Annual Fund Manager will be in touch with volunteers about specific times.

Pink Lady-Slipper Survey

Job Description: Volunteer surveyors (two per team) search their assigned section of the study area for Pink Lady-Slipper plants. In this, the second phase of the survey, measurements will be taken on plants in some areas, while only flowers will be counted in other areas. Data collection requires the ability and initiative to crawl around on the ground. Recorders need to possess legible handwriting.

Minimum Commitment: One 3-hour session in mid-June. More follow-up sessions are available for those who are interested.

Grounds Work Volunteer Program

Job Description: In this program, volunteers work side-by-side with the Horticulture Staff throughout the Gardens. Volunteers who demonstrate commitment learn new skills and gardening secrets throughout the season. There will be opportunities to participate in special gardening projects, in “guest” projects. Grounds Work Volunteers are often approached by visitors as they work outdoors; this should be fun and informative for both volunteers and visitors! Now in its fourth year, this successful program is designed to match the skills and learning curves of participants, while meeting the needs of caretaking the Gardens. While there is flexibility built into the program, generally volunteers work in small groups with the Horticulture and Grounds Staff on specific days.

Minimum Commitment: All NEW volunteers must complete one Visitor Services Orientation session: 12-2:00 p.m. on Sunday, April 10, **OR** Sunday, May 15, **OR** Sunday, June 12.

*To be a Grounds Work Volunteer, between April 1 and September 30 (5 months), volunteer 40 hours. (We encourage 10 times in 4-hour work sessions for a total of 40 hours.)

Raffle Ticket Sellers

Job Description: Once again the Gardens will be selling raffle tickets for great prizes. This year the tickets are only \$20, so we think it will be an easier sell. We would love some help in the Visitor Center to sit and sell raffle tickets to visitors. You'll be provided with all the materials and information you need. Just arrive with a smile!

Minimum Commitment: Shifts are 11:00 a.m.-1:00 p.m. and 1:00-3:00 p.m. during the raffle-ticket-selling season of June 1 through August 27. Weekends are ideal times to work and also we'll especially need people during “crunch” time in late August.

Volunteer Flower Arrangers Program

Job Description: Volunteer Flower Arrangers bedeck the Visitor Center with their own hand-picked creations from their personal gardens and woodlands, along country roadsides, and occasionally from the Central Gardens of Coastal Maine Botanical Gardens. Create one set of 16 arrangements: one each for the men's room, ladies' room, front desk, and fireplace mantel and 12 tiny vase arrangements for the café tables, using personal vases/containers or those available at the Gardens. Un-install and replace the arrangements from the previous week. This year, the outside entrance to the Visitor Center needs monthly decorating, too, and volunteers may want to assist Amanda Russell, who would *love* the help, with these. Gardens Staff will maintain the arrangements, and the following week's volunteers will un-install.

Minimum Commitment: Choose one week of the summer season (July 1-Sept. 30); install on a Thursday. OR choose from the following special Flower-Arranging Opportunities: Monday, June 27 (President's Reception in Kerr Hall), Tuesday, August 2 (Former Board Member Reception in Seagull Pavilion, Sunday, September 18 (Annual Meeting in Lerner Garden Pavilion)

Volunteer Gardens Caterers Program

Job Description: This is a fantastically fun way to volunteer. Throughout the year, the Gardens hosts art show receptions that require everything from cookies to hors d'oeuvres. Under the direction of the Volunteer Coordinator or Overseer for this program, Volunteer Caterers provide their favorite recipes for these low-key reception events. This year, there will be 10 receptions. We need bartenders, too, at each event!

Minimum Commitment: Prepare one platter of 50 bites of hors d'oeuvres or cookies (as specified) for each event listed below.

April 7, Thursday, 5-7:00 p.m. Garden Elements Art Reception

May 12, Thursday, 5:00-7:00 p.m. "Local Color" Art Reception

June 2, Thursday, 5:00-7:00 p.m. D. Ipcar Art Reception

July 7, Thursday, 5:00-7:00 p.m. Stone Coast Art Reception

July 13, Wednesday, 5:00-7:00 p.m. Plein Air Art Reception

July 28, Thursday, 5:00-7:00 p.m. Dahmen Art Reception

September 1, Thursday, 5:00-7:00 p.m. JSG Art Reception

September 30, Friday, 5:00-7:00 p.m. Maine Fiberarts Art Reception

October 13, Thursday, 5:00-7:00 p.m. Dowling Walsh Art Reception

December 18, Sunday, 10-1:00 p.m. Home for the Holidays Brunch (brunch items, i.e. baked goods, fruit salad, quiche/frittata...)

Bartenders Needed Only:

Monday, June 27 (President's Reception in Kerr Hall), 5:00 – 7:30

Thursday, July 21 (Board Meeting reception in Lerner Garden Pavilion)

Tuesday, August 2 (Former Board Member Reception in Seagull Pavilion)

Thursday, August 18 (Board Meeting reception in Lerner Garden Pavilion)

Thursday, September 15 (Board Meeting reception in Lerner Garden Pavilion)

Sunday, September 18 (Annual Meeting in Lerner Garden Pavilion)

We also need one Volunteer Catering Overseer per reception (or oversee more than one!) to schedule platter donations for each event using the provided list of Volunteer Caterers.

Volunteer Literature/Poster Distribution Program – Starts in May

Throughout our busy season, there are always rack cards, posters, and fliers to be delivered to sites on the peninsula and in neighboring towns. We have a list of “best” places to visit. Now we need wheels and willing drivers to deliver!

Minimum Commitment: No minimum commitment, but please respond when needs arise.

Feb. 28-March 2: Edibles Workshops Poster

May 9-11: Plant Sale Poster

June 27-29: Summer Concerts Poster

July 4-6: Education Center Opening Poster

July 11-13: Midsummer Event Poster

July 25-27: Fairy House Festival Poster

August 15-17: Annual Dinner/Auction Poster

October 17-19: Family Fright Night Poster

November 7-9: Turkey Hunt Poster

November 28-30: Christmas Market Poster

There may be others added, but these are definite needs

2011 Growing Greens Youth Gardening Program

Job Description: Gardens Staff lead student participants as they work in the fields of horticulture and marketing. Volunteers will assist the Gardens Education Intern in a varied list of educational tasks. Tasks include assisting elementary and middle-school students as they participate in indoor and outdoor nature activities and prepare natural snacks; start seeds; plant and tend vegetable and flower garden plots; propagate woody plants; create and market a packaged product; and sell produce, products and/or flowers at a stand.

Minimum Commitment: The Growing Greens will meet on Wednesdays after school from 2:00-4:00 p.m. in the spring. In the summer months, the group will continue to meet once/week from 9:00-11:00 a.m. on Wednesdays.

Natural Kids Gardens Youth Camps

Dates and times to be announced.

Job Description: Volunteer with our education department for a week (or two!) of our camps. In these innovative and entertaining programs, children learn about nature while having fun. The Education Intern will assign volunteers their tasks for the day to help children get the most out of each session full of investigation and discovery.

2011 Special Events

2011 Portland Flower Show:

Thursday-Sunday, March 10-13

The annual Portland Flower Show, held at the Portland Company Complex on Fore Street, is an important marketing tool for the Gardens and is fun for volunteers.

1. Flower Show Booth Tenders: 16 volunteers (4 per day, 2 volunteers working together in a 4-hour shift)

Job Description: Be present at the Gardens' booth, hand out and provide information, meet and greet flower-show visitors.

Time commitment: One 4-hour shift. **Need 2 Volunteers for each shift below:**

Thursday, March 10: 10:00 a.m.-2:00 p.m. (set-up will be done by Gardens Staff the day before)

Thursday, March 10, 2:00-6:00 p.m.

Friday, March 11: 10:00 a.m.-2:00 p.m.

Friday, March 11, 2:00-6:00 p.m.

Saturday, March 12: 10:00 a.m.-2:00 p.m.

Saturday, March 12, 2:00-6:00 p.m.

Sunday, March 13: 10:00 a.m.-2:00 p.m.

Sunday, March 13, 2:00-5:00 p.m. (Includes take-down and eventual delivery of materials back to Gardens)

Spring Tea

Saturday, May 7

4:00 p.m.

Volunteer Overseer: Mollie Moore

1. Overseer of Sandwiches and Plate Presentation

Job Description: This person uses our easy pictorial "cheat-sheets" and directions to make sure the plates look great on the day of the event.

Time Commitment: 2:00 – 5:30, includes a bit of prep and a bit of clean-up, as well as the overseeing.

2. Volunteers to brew tea.

Job Description: Pre-heat teapots, measure tea and water into pots, immediately hand over to Tea Servers. Includes clean-up after 5:30.

Time Commitment: 3:30-5:30, plus clean-up (Amanda Russell will lead and attend this station during the event.)

3. Volunteers to serve tea

Job Description: Serve tea continuously to attendees. Does not include brewing! Includes clean-up after 5:30.

Time Commitment: 3:30 – 5:30, plus clean-up (Valerie Augustine will lead and attend this station during the event.)

4. Volunteers to prepare plates

Job Description: Prior to the start of the event, volunteers make sandwiches, fill jam and cream dishes, whip cream, and place all on each plate. These plates are placed on two 6-foot tables to be ready for service.

Time commitment: 2:00-3:30 p.m. (Margaret Hoffman will lead this station during the event.)

Special Event Check-In Volunteers

Job Description: Throughout the busy season, the Gardens hosts concerts and special events that require extra help at the Front Desk to check in people who have pre-registered. It is especially helpful to have Gift Shop Clerks who can process cash/check/CC sales fill these positions. Volunteers are welcome to stay for the event, too!

Time Commitment:

5:00 p.m. until the end of the check-in period (around 7pm) on the following dates:

July 6, Wednesday: DaPonte String Quartet

July 12, Tuesday, Maine Friends of Music

July 16, Saturday, Community Concert

July 23, Saturday, Divas Concert

July 27, Wednesday, DaPonte String Quartet

August 10, Wednesday, DaPonte String Quartet

August 21, Sunday, DaPonte String Quartet

August 24, Wednesday, DaPonte String Quartet

August 29, Monday, DaPonte String Quartet

October, 9, Sunday, DaPonte String Quartet (this one is 4pm – 5pm)

There will be more added soon!

Native Plant Sale

Friday, Saturday + Sunday, May 20, 21, + 22

Friday: Members Only Sale, 3-7:00 p.m.

Saturday 9:00 a.m. – 4:00 p.m. and Sunday 9:00 - Noon

Native Plant Sale Co-Chairs: BJ Dobson & Stephanie Bacon

1. Membership-Card Checkers: 2 TOTAL

Job Description: For the Membership-Only part of the sale, Volunteers check membership cards to admit members for the discounted price.

Time Commitment:

Friday, May 20, 2:45 p.m.-7:00 p.m. – **NEED 2 Volunteers here**

2. Plant Sale Check-out Clerks: 16 volunteers TOTAL

Job Description: Execute cash and credit-card sales at the register.

Time Commitment:

Friday, May 20: 2:30 p.m. -7:00 p.m. – **NEED 4 Volunteers**

Saturday, May 21: 8:30 a.m.-12:15 p.m. – **NEED 4 Volunteers here.**

Saturday, May 21: 12:00-4:00 p.m. – **NEED 4 Volunteers here.**

Sunday, May 22: 8:30 a.m.-12:15 p.m. – **NEED 4 Volunteers here.**

3. Tenders for Pick-up/Holding Area for Plants: 8 Volunteers TOTAL

Job Description: Mark/match plants to customers while they shop or return with their cars for pick-up

Need 2 volunteers per shift

Time Commitment:

Friday, May 20: 2:45 p.m. -7:00 p.m. – **NEED 2 Volunteers**

Saturday, May 21: 8:45 a.m.-12:15 p.m. – **NEED 2 Volunteers here.**

Saturday, May 21: 12:00-4:00 p.m. – **NEED 2 Volunteers here.**

Sunday, May 22: 8:45 a.m.-12:15 p.m. – **NEED 2 Volunteers here.**

4. Customer Assistants:

Job Description: Help customers with basic plant questions (price, sun/shade, deer resistant, etc); fix/tidy plant displays as product sells; help refer customers to plant specialists (BJ & Stephanie) for more specific plant questions.

Time Commitment:

Friday, May 20: 2:45 p.m. -7:00 p.m. – **NEED 2 Volunteers**

Saturday, May 21: 8:45 a.m.-12:15 p.m. – **NEED 2 Volunteers here.**

Saturday, May 21: 12:00-4:00 p.m. – **NEED 2 Volunteers here.**

Sunday, May 22: 8:45 a.m.-12:15 p.m. – **NEED 2 Volunteers here.**

5. Guest-Speaker Tender: 1

Job Description: Take registrations and disseminate information about the workshop to visitors in the morning. Help Bill Cullina prepare the room for his exciting lecture.

Time Commitment: 10:00 a.m.-12:30 p.m.

Plein-Air Painting Event

Saturday & Sunday, July 2 & 3

9:00 a.m.-7:00 p.m. Saturday & 9:00 a.m.-5:00 p.m. Sunday

Co-Chairs: Thad and Rebecca Hutcheson

1. Shuttle Driver – Need 3 volunteers

Job Description: Transport painters (with their supplies) participating in the Plein-Air Painting event from the outermost parking lot (Bus/RV lot) to the Visitor Center. Drive the gas cart “Gull” for this job.

Time Commitment:

Saturday, 9:00-11:00 a.m.

Saturday, 5:00-7:00 p.m.

Sunday, 9:00-11:00 a.m.

Tastefully Maine (Preview Gala for “Midsummer Market” shopping event)

Thursday, July 21

5:00-8:00 p.m.

Chair: Rebecca Welsh

1. Vendor Check In: 6

Job Description: Be there to help check in the food/beverage vendors for the event. Show them where to go, park, and set up. All information will be provided to you. Requires standing outside and moving around.

Time Commitment: 2:30-4:30 p.m.

2. Tenders for Beverage Tables: 10

Job Description: Volunteer at your assigned beverage table, which will feature a local winery, brewer, or beverage distributor. Tables will already be set up. You will be pouring the alcoholic beverage for the distributor (distributors are not allowed to pour their own liquor).

Time Commitment: 4:30 p.m.-8:30ish

3. Check-in & Reception: 6

Job Description: 4 volunteers seated at the main show entrance check people in using the registration list (there are no “tickets”). Once everyone is checked in, your job will become a “walker” to socialize at the party and tidy up/make sure everything is going smoothly. 2 volunteers tend the “gate” and pass out programs; your job will also turn into “walker” after the guests have arrived. Be there early to park and get settled in!

Time Commitment: 4:00 p.m.-8:30ish. Admissions entry starts at 5:00 p.m.

4. Signature Cocktail Bartenders: 6

Job Description: You’ll man the entrance bar tables with our mixologist. He’ll be mixing all the signature cocktails and you’ll be pouring them into glasses and handing out to guests. After the cocktails and glasses are all handed out, you’ll move on to become a “walker” and socialize/tidy up at the party. A fun and social job!

Time Commitment: 4:00 p.m.-8:30ish

Midsummer Market

Friday, Saturday, + Sunday - July 22, 23 & 24

9:00 a.m.-4:00 p.m.

Chair: Sarah Strouss (Overseer) & Marissa Carmolli (Vendors)

Membership Desk Volunteers – 6 volunteers

Job Description: There’s a bit of salesperson talent needed here. Many visitors gladly leap at the opportunity to become a member with only a polite ask, while others leap only after the many great benefits of Coastal Maine Botanical Gardens membership are pointed out. All the information a volunteer will need – levels of membership, benefits, etc. - are listed in easy-to-use “cheat-sheets.” A mostly sitting-down job and an outside (and shaded) job in fair weather, Volunteers at the Membership Table encourage visitors to become members of the Gardens, renew memberships, and check-in existing members. Using their outgoing personality, they sign up members and welcome them with appreciation for their support. This is a fun position that allows for lots of interaction with the Gardens’ visitors.

Time Commitment:

Friday, 7/22 1 Volunteers on Shift #1: 10 – 1
Friday, 7/22 1 Volunteers on Shift #2: 1 – 4
Saturday, 7/23 1 Volunteers on Shift #1: 10 – 1
Saturday, 7/23 1 Volunteers on Shift #2: 1 – 4
Sunday, 7/24 1 Volunteers on Shift #1: 10 – 1
Sunday, 7/24 1 Volunteers on Shift #2: 1 – 4

Vendor Load-In - 8

Job Description: This can be a really fun job as you work with the event staff crew to help get all of the Marketplace Vendors loaded in to their booths. Jobs include lining the vendors up in the correct order to drive into the Gardens, show the vendors to their booths, and help unload cars & set up tents if necessary/able (not a “must” of the job but it helps the vendors out a lot if you can pitch in!). This job does require standing outside.

Time Commitment:

Thursday, 7/21: 4 Volunteers on Shift #1: 7:30 – 11:30
Thursday, 7/21: 4 Volunteers on Shift #2: 11:30-3:30

Event Greeters - 12

Job Description: Your job will be to hand out bags to all visitors coming to the event and greet them. You’ll be provided with general information so you can answer basic questions. A fun job and good way to help out the event team!

Time Commitment:

Friday, 7/22: 2 Volunteers on Shift #1: 9-12:30
Friday, 7/22: 2 Volunteers on Shift #2: 12:30-4
Saturday, 7/23: 2 Volunteers on Shift #1: 9-12:30
Saturday, 7/23: 2 Volunteers on Shift #2: 12:30 – 4
Sunday, 7/24: 2 Volunteers on Shift #1: 9-12:30
Sunday, 7/24: 2 Volunteers on Shift #2: 12:30 – 4

Vendor Tenders - 12

Job Description: This is a very important job as you will make sure that all of our Marketplace Vendors are happy. This includes getting their lunch orders and handing out lunches; giving bathroom breaks, and just chatting it up with them!

Time Commitment:

Friday, 7/22: 2 Volunteers on Shift #1: 9-12:30
Friday, 7/22: 2 Volunteers on Shift #2: 12:30-4
Saturday, 7/23: 2 Volunteers on Shift #1: 9-12:30
Saturday, 7/23: 2 Volunteers on Shift #2: 12:30 – 4
Sunday, 7/24: 2 Volunteers on Shift #1: 9-12:30
Sunday, 7/24: 2 Volunteers on Shift #2: 12:30 – 4

Luncheon Set up Crew - 4

Job Description: This year we'll be throwing a luncheon with a guest speaker. We're hoping this aspect of the event is a big success, and we need your help to make it happen! You'll arrive and help set the tables and make sure everything looks great in the new Education Center, where the event will take place.

Time Commitment:

Saturday, 7/23 – 4 volunteers from 10am-11:30

Luncheon Flower Arrangers - 2

Job Description: This year we'll be throwing a luncheon with a guest speaker. We're hoping this aspect of the event is a big success, and we need your help to make it happen! We ask volunteers with abundant gardens to share some of their flower clippings and come ready to create some table arrangements. We'll have the vessels for putting the flowers in, and you'll have access to some parts of the garden to fill in the arrangements if necessary.

Time Commitment:

Saturday 7/23 – 2 volunteers from 10am-11:30

Vendor Load-Out - 6

Job Description: This can be a really fun job as you work with the event staff crew to help get all of the Marketplace Vendors loaded out of their booths. Jobs include helping the event staff organize the load out and helping the vendors load cars & break down tents if necessary/able (not a “must” of the job but it helps the vendors out a lot if you can pitch in!). This job does require standing outside.

Time Commitment:

Sunday, 7/24: 6 Volunteers: 4-7 pm.

Maine Fairy House Festival

Friday-Sunday, August 5, 6, + 7

1:00-4:00 p.m. each day

1. Overseer & Committee Members

Job Description: If you have an interest in getting more involved with the planning and execution of the Fairy House Festival, you may be interested in the Overseer position or one of the many Chair positions available! Chair positions include: Crafts, Vendor, Tea Party, Games, Storytelling, Entertainment, Professional Fairy Houses, Workshops, and Festival Fairy Village. For more information, simply inquire!

Time Commitment: This winter, begin planning each wonderful part of this now-classic event at the Gardens with Valerie Augustine, Marketing Assistant. In April, begin once/month meetings to finish legwork, and in July meet once/week to fine tune. Then, on August 7, 8 and 9, you will need to help execute the plans.

2.) Fairy Tea Tenders – 6 (2 volunteers/day)

Job Description: Take care of the tea area, tables, chairs, linens, dishes, and provisions of tea and “biscuits.”

Time Commitment: 12:30-4:30 p.m.

Friday, Aug. 5

Saturday, Aug. 6

Sunday, Aug. 7

3.) Fairy Tea Dishwasher – 3 (1 volunteer/day)

Job Description: Carry dirty teacups from the Fairy Tea Table to the kitchen to run through the dishwasher. Carry back to the Fairy Tea Table.

Time Commitment: 12:30-4:30 p.m.

Friday, Aug. 5

Saturday, Aug. 6

Sunday, Aug. 7

4.) Fairy Store & Sandy Candy – 9 (3 volunteers/day)

Job Description: One “register” volunteer to take money/set children up with the materials;2 volunteers to help make “Sandy Candy” creations.

Time Commitment: 12:30-4:30 p.m.

Friday, Aug. 5

Registration Volunteer

Table Volunteer # 1 + Table Volunteer #2

Saturday, Aug. 6

Registration Volunteer

Table Volunteer # 1 + Table Volunteer #2

Sunday, Aug. 7

Registration Volunteer

Table Volunteer #1 + Table Volunteer #2

5. Fairy Games & Prizes – 6 (2 volunteers/day)

Job Description: Tend the games and hand out prizes to children. Help every child find a way to win a Fairy Prize! This position involves being outside, possibly in the sun at times. We will try to provide the volunteers with an stand umbrella for shade.

Time Commitment: 12:30-4:30 p.m.

Friday, Aug. 5

Saturday, Aug. 6

Sunday, Aug. 7

6. Workshop Assistants – 3 (1 volunteer/day)

Job Description: Help workshop presenters according to their needs. This year, all workshops require pre-registration, which will be handled by Gardens Staff each day of the event. The volunteer task will involve clean up and hands-on help for workshop leaders.

Time Commitment: 12:30-4:30 p.m. (Workshop Times: 1:00-2:00 p.m. and 2:30-3:30 p.m.)

Friday, August 5

Saturday, August 6

Sunday, August 7

7. Fairy Arts & Crafts Tenders – 9 (3 volunteers/day)

Job Description: Tend the Arts & Crafts area, which will include fairy-wand making, fairy tattoos, and more! Keeping the areas neat and tidy, helping children with the crafts, and helping with overall control of the tables. This is usually a bit of a crazy and zany atmosphere – not relaxing at all, but lots of fun!

Time Commitment: 12:30-4:30 p.m.

Friday, August 5

Saturday, August 6

Sunday, August 7

8. Performance Greeters: 3 (1 each day)

Job Description: Greet daily performers, show them where to go, and help them with any needs (i.e. show them to the restroom, give them water, applaud their performance!). Also hand them their payment check at the end of the show.

Time Commitment: 12:30-4:30 p.m.

Friday, August 5

Saturday, August 6

Sunday, August 7

Luau at the Gardens Dinner & Auction

Sunday, August 28 - 5:30 p.m.-8:30 p.m.

Event Overseer: Claire Hunt

Food/Entertainment/Decorations Chair: Jean Hamilton

Auction Chair: Larry Townley

BEFORE THE EVENT JOBS:

1. **Auction Item Solicitor Team** - Need 2-4 volunteers (One volunteer can also do this, but it might be more efficient working as a team!)

Job Description: Approach merchants in Lincoln County and beyond asking for an item for the live auction. Mollie Moore is already underway with this work, using the telephone primarily but we could gain by having personal visits to merchant friends of the Gardens and other beneficiaries of the Gardens' presence in the community. We would be seeking auction items, including gift certificates, of at least \$25 in value. The Auction Chair will work with the volunteer[s] in creating the message we wish to carry. This work is best done in the spring if possible before every other non-profit knocks at the merchant's door.

Time Commitment: From February 2011 onward.

2. **Auction Item Description Writer(s)** – Need 1 or 2 volunteers

Job Description: Writer or artistic type person(s) to create descriptions of the auction items which will be used in publicity and on the silent auction table. Some items require research---condos at resorts, fishing trips, hotels far away, etc. with little information given by the donor. The Auction Item Description Writer(s) seek out more information from the Internet [perhaps pictures and details] or from the donor. When a physical object is donated and can be placed on the table, the description is pretty much self evident, unless there is interesting history associated with the item.

Time Commitment: This work begins as soon as the auction items are donated and identified but in all likelihood, the bulk of the effort will be in the two weeks prior to the auction.

3. **Strong-arm Men and Women** - Need 5 volunteers

Job Description: Help put up the tables and lattice for displaying silent auction items and signage.

Time Commitment: This should take a couple of hours in the afternoon of Saturday, August 27

DAY OF THE EVENT JOBS:

1. Table Tenders & Tidy-ers – Need 5 volunteers

Job Description: Tidy tables, deliver desserts, and clean up for this all-throw-away picnic event.

Time Commitment: 5:00 p.m.-9:00 p.m.

2. Bartenders– Need 4 volunteers

Job Description: Volunteers will pair up to pour complimentary beer & wine at two bars for the evening. Your help will be needed to break down the bars.

Time Commitment: 5:00-9:00 p.m.

3. Auction Helpers – Need 10 volunteers

Job Description: Keep plenty busy! Help close down the silent auction tables, collect the bidding sheets, then help with the live auction portion of the evening to display items and keep track of final bidding price, and finally help match buyers to the items they purchased in the silent auction at the end of the evening. This is real hands-on stuff and should be a fun team!

Time Commitment: 5:00 – 9:00 p.m.

Fall Tea

Sunday, September 11

4:00 p.m.

Volunteer Overseer: Mollie Moore

1. Overseer of Sandwiches and Plate Presentation

Job Description: This person uses our easy pictorial “cheat-sheets” and directions to make sure the plates look great on the day of the event.

Time Commitment: 2:00 – 5:30, includes a bit of prep and a bit of clean-up, as well as the overseeing.

2. Volunteers to brew tea.

Job Description: Pre-heat teapots, measure tea and water into pots, immediately hand over to Tea Servers. Includes clean-up after 5:30.

Time Commitment: 3:30-5:30, plus clean-up (Amanda Russell will lead and attend this station during the event.)

3. Volunteers to serve tea

Job Description: Serve tea continuously to attendees. Does not include brewing! Includes clean-up after 5:30.

Time Commitment: 3:30 – 5:30, plus clean-up (Valerie Augustine will lead and attend this station during the event.)

4. Volunteers to prepare plates

Job Description: Prior to the start of the event, volunteers make sandwiches, fill jam and cream dishes, whip cream, and place all on each plate. These plates are placed on two 6-foot tables to be ready for service.

Time commitment: 2:00-3:30 p.m. (Margaret Hoffman will lead this station during the event.)

Family Fright Night
Saturday, October 29
4:00 – 7:00 p.m.
NEEDS TBD.

Frozen Turkey Hunt & Early Bird sale in the Gift Shop
Saturday, November 19
11:00 a.m.-1:00 p.m.

1. Apple Hiders - 6 volunteers

Job Description: Hide apples in various places on the grounds

Time Commitment: 9:00-10:00 a.m.

2. Drink Tenders – 2 volunteers

Job Description: Serve apple cider (hot or cold); if hot, you'll need to keep the pot simmering on the stove, and clean up the table afterwards.

Time Commitment: 10:30 a.m.-1:15 p.m.

3. Hotdog Grill Tenders – 2 volunteers

Job Description: Grill and serve hotdogs & fixin's.

Time Commitment: 10:30 a.m.-1:15 p.m.

4. Obstacle Course Tenders – 2 volunteers

Job Description: Stand outside and direct children through the course. Help pick up the course afterwards.

Time Commitment: 10:30 a.m.-1:15 p.m.

5. Activity Helpers – 2 volunteers

Job Description: Help set up activity tables in the café, assist children and keep the tables neat, and help clean up the tables afterward.

Time Commitment: 10:30 a.m.-1:15 p.m.

Christmas Market at the Gardens
Saturday, December 10
10:00 a.m.-3:00 p.m.

This event offers Gardens visitors a chance to purchase gifts that are top quality and not mass-produced. In addition to the Gardens Gift Shop, select vendors will be marketing their wares. Music, decorations, and a festive atmosphere!

Volunteers Needed:

1. Volunteers tending complimentary beverage and dessert table: 4 total

Job Description: Tidy and tend the dessert & drinks table and help set up or clean up.

Time Commitment: Two shifts:

Shift #1 9:30 a.m.-12:30 p.m.

Shift # 2 12:30-3:30 p.m.

2. Greeters: 4 total

Job Description: Greet guests as they arrive. Hand out the shopping guide/receipt and explain its purpose to shoppers (it is their payment sheet that will be rung up at the end of the event) and also hand out baskets when available.

Time Commitment: Two shifts:

Shift #1 9:30 a.m.-12:30 p.m.

Shift # 2 12:30-3:30 p.m.

3. Gift Shop Tenders – For trained Gift Shop Volunteers only!

Job Description: This may also entail neatening the store and tending the floor, but plan on using the computer, too!

Time Commitment: Two shifts:

Shift #1 9:30 a.m.-12:30 p.m.

Shift # 2 12:30-3:30 p.m.

4. Play the piano

10:00ish to whenever, with lots of breaks....

Home for the Holidays Brunch

Sunday, December 18

8:30 a.m. – 1:00 p.m.

1. Volunteer Caterers

Job Description: Bring in 1-2 dozen servings of your item between 8-10am on the day of the event

Fruit Salad – 2 volunteers

Muffins/Sweet breads/Pastries – 5 volunteers

Quiche/Fritatta – 4 volunteers

2. Waffle Station – 2 volunteers

Job Description: Man the waffle irons and serve guests on a to-order basis.

Time Commitment: 9:30 a.m.-1:30 p.m.

3. Set-up & Greeter/Seater – 2 volunteers

Job Description: Greet and seat guests as they arrive. Get them situated and take juice orders.

Time Commitment: 9:30 a.m.-1:30 p.m.

4. Skilled Cook – 2 volunteers

Job Description: Help in the kitchen with chopping, reheating or baking off the pre-made items.

Time Commitment: 8:00am -Noon

5. Dishwasher – 1 volunteer

Job Description: If you're willing, you're needed!

Time Commitment: 9:30 a.m.-1:30 p.m.

Here Comes the Sun New Year's Celebration

Sunday, January 1, 2012

12-2:00

Fire-tenders - 2 Volunteers

Job Description: Gardens Staff will have collected fuel and wood and set up small fires to roast marshmallows and s'mores on. Fire-tenders just keep the fires going.

- **4 fires with a good bed of coals for roasting s'mores and hot dogs.**
Start at 10:30 in order to have that good bed of coals.
- **1 fire large enough to get warm next to with flames. Start at 11:00**
- **1 fire in the firepit at the Seagull Pavillon for keeping hot beverages hot. Start at 10:45**
***** Fires need to be completely doused with water or snow before we can leave.**

Time Commitment: 10:30 – 2:30ish

Bagpipe Greeter – 1 Volunteer:

Job Description: Greet the bagpiper in the first parking pod, help carry the pipes up to the Visitor Center.

***Donald Duncan, the bagpipe player, may just pull up to the drop off space. Watch for him there and then take him to park.**

Time Commitment: 11:45 – 12:15

Beverage Table – 2 Volunteers

Job Description: Tend the "camp coffee," pots of hot chocolate and spiced cider. Help carry cups etc. down to the Seagull Pavilion in the Children's Garden where the event takes place.

- **Spiced cider will be pre-made so it will just need to be heated in the Café kitchen and brought down**
- **Volunteers will make the instant hot chocolate in the Café kitchen and take down to pavilion**
- **Bottled water will be available for those wanting a cold beverage. Volunteers will bring down from kitchen**

Time Commitment: 10:30 – 2:30ish

S'Mores Makers and Hotdog Helpers – 3 Volunteers

Job Description: Show people how to make s'mores, set up utensils and condiments for hotdogs, help people place hotdogs on pre-cut sticks for roasting over fires.

Time Commitment: 11:30 – 2:30ish