

2012 Volunteer Opportunities at Coastal Maine Botanical Gardens

Please contact Amanda Russell

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

2012 Volunteer Programs

Children's Garden Stewards

In 2012 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 visiting children to join you as you implement the Daily To-DO List, such as feeding the chickens
- Tidy the Story Barn and Coloring Cottage and check the restrooms as needed
- Check the scheduled Storytime Readers to double-check implementation. May need to read in the afternoon, pending the schedule.
- Depending of shift, lead small group tours of the literature features of the Children's Garden

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 15, **OR** Sunday, May 20, **OR** Sunday, June 17. All NEW volunteers also must complete one Visitor Services Orientation session: 12-2:00 p.m. on Sunday, April 15, **OR** Sunday, May 20, **OR** Sunday, June 17.

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

Monday-Sunday, Shifts: 9 a.m.-12 a.m. (**Friday, Saturday and Sunday still open.**)

12 a.m. – 2:30 p.m. (**Wednesday, Thursday, Friday and Saturday still open.**)

2:30 p.m. – 5:00 p.m. (**Monday, Wednesday, Thursday and Saturday still open.**)

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: All NEW volunteers must complete one Visitor Services Orientation session: 12-2:00 p.m. on Sunday, April 15, **OR** Sunday, May 20, **OR** Sunday, June 17.

To be an Ambassador, shifts are 10:00 a.m.-12:30 p.m. and 12:30-2:30 p.m. during the peak summer season of June 15 and Sept. 30.

Open shifts as of March 1: Every-other Monday, 12:30-2:30, Every-other Thursday 2 -4:30, Every-other Friday 12:30-2:30

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 2012.

Minimum Commitment: Complete the full docent training/re-training program and provide 7 tours in 2012. 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 11, 12 + 13, 9-3:00 each day; Veteran Docent Training: Thursday, June 14, 10-3:00**

Adult Education Assistant

Job Description: Help Director of Education Melissa Cullina ensure that adult education programs are running smoothly through the summer. A variety of primarily indoor tasks, including welcoming and checking students in, hosting programs, creating and producing course evaluation forms, tracking certificate student progress, and other tasks as needed. Must be comfortable with computer work.

Time Commitment: Once per week for several hours as mutually agreeable.

New ! "Resource Room" Stewards

Job Description: Calling all Master Gardeners, horticulturists and technology enthusiasts. Interact with visitors and members who drop in to use this new take on the CMBG "library", which will be housed in what is now the existing gift shop. Answer basic plant and gardening questions, show people to use how to use the FloraFind database, how to use the iPod audiotour, and how to download our audiotour app to their own phones. Invite visitors to browse a featured and revolving selection of books, as well as our standard reference collection. Resource Room Stewards are comfortable using the internet and answering questions about the Gardens and gardening and will work closely with Volunteer Librarian Pat Jeremiah and Director of Education Melissa Cullina. Docents can fulfill their volunteer obligations by volunteering as a Resource Room Steward.

Time Commitment: Comprehensive Training Session and "interview" with the Director of Education insure perfect placement into this exciting new volunteer opportunity. Volunteer once per week, Monday through Sunday, 9 -1 and 1 -5, starting June 15.

Education Department Garden Guide 2012

The Education Department Garden Guide is rich with knowledge and Gardens lore. We see this volunteer is the "go to" person to lead student and youth groups on the one-hour Youth Tour as well as assist the School and Curriculum Resource Coordinator with formal field trips as needed. The Education Department is **cultivating curiosity** in 2012! Thank you for joining our team!

Job Description:

- Meet and greet the Group Leader of visiting school groups and lead them to Visitor Center to process admissions
- Meet and greet the students at the bus and lead them to the tent to drop off back packs, share the Bosarge center facility information
- Lead groups on one-hour Youth Tours of the Children's and Lerner's Garden
- Assist with formal field trips as a second hand to the School and Curriculum Resource Coordinator by assisting with materials set-up, photocopying, etc
- Assist with formal field trips by being a second leader on field studies Gardens walks when a large group is split in two

Time Commitment:

As needed, primarily in spring and fall, with occasional summer dates. The Education Department Director or the School and Resource Curriculum Coordinator will keep Garden Guides up-to-date with scheduled field trips and Department needs and will contact the Garden Guide with advance notice of requests for assistance.

Horticultural Therapy Assistant

Job Description: Assist Adult Educator Irene Brady Barber with planning, planting and maintaining the Horticultural Therapy beds in the Lerner Garden of the Five Senses. Assist Irene with Horticultural Therapy program as needed and mutually agreed upon.

Story Time Readers

Job Description: Volunteers read stories to the many children and their families who enjoy an hour together reading books.

Time Commitment: 2:00 p.m. – 3:00 p.m. one day per week Monday-Sunday, June 1 – October 14

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: All NEW volunteers must complete one Visitor Services Orientation session: 12-2:00 p.m. on Sunday, April 15, **OR** Sunday, May 20, **OR** Sunday, June 17. 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.

Open shifts as of March 1: All week-end shifts.

Volunteer Shuttle Drivers

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.

Shifts are as follows: Monday – Sunday, 11-2:00 and 2-5:00. There are two drivers in two separate carts on each shift.

All NEW volunteers must complete one Visitor Services Orientation session: 12-2:00 p.m. on Sunday, April 15, **OR** Sunday, May 20, **OR** Sunday, June 17. **All shifts are full.**

We also need one Volunteer Team Leader who will confirm the shuttle driver schedules a day or two in advance and handle any substitution situations with volunteers. Confirmation calls are handled separately by Volunteer Alison Lowell.

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 also must complete one Visitor Services Orientation session: 12-2:00 p.m. on Sunday, April 15, **OR** Sunday, May 20, **OR** Sunday, June 17

*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.)

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. Gardens Staff will maintain the arrangements, and the following week's volunteers will un-install.

Minimum Commitment: Choose one week of the summer season (June 1-Sept. 5 – **All shifts are full**);

OR choose from the following special Flower-Arranging Opportunities:

Monday, June 25 (President's Reception in Kerr Hall: 10 arrangements),

Tuesday, August 7 (Former Board Member Reception in Seagull Pavilion: 10 small and low table top arrangements),

Thursday, August 30 (Board Meeting: 6 small and low arrangements),

Thursday, September 20 (Board meeting: 6 small and low bouquets),

Sunday, September 23 (Annual Meeting in Lerner Garden Pavilion: 10 large and small arrangements)

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 5 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.

May 10, Thursday, 5:00-7:00 p.m. "Local Color" Art Reception

June 8, Thursday, 5:00-7:00 p.m. Julie Babb Art Reception

June 14, Thursday, 5:00-7:00 p.m. Plein Air Art Reception

July 1, Sunday, 5:00-7:00 p.m. Metal Sculpture Art Reception

July 12, Thursday, 5:00-7:00 p.m. Watershed Art Reception

Bartenders Needed Only:

Monday, June 25 (President's Reception in Kerr Hall), 5:00 – 7:30

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

Tuesday, August 7 (Former Board Member Reception in Seagull Pavilion)

We also need one Volunteer Team Leader to schedule platter donations for each event using the provided list of Volunteer Caterers.

2012 Growing Greens Youth Gardening Program

Job Description: Gardens Staff lead student participants as they learn to plant and tend a garden and produce a finished garden project. This year we're considering growing and packaging bird seed to complement the year's "Feathers and Foliage" theme. . Volunteers will assist the Youth and Family Educator in a varied list of educational tasks. Tasks include assisting elementary and middle-school students as they start seeds; plant and tend vegetable and flower garden plots; create and market a packaged product; and sell produce, products and/or flowers at a stand.

Minimum Commitment: The Growing Greens will meet one day a week after school from 3:00-5:00 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 the same day of the week

Kids Nature Adventure Camps

July 9 - July 13

August 6 – August 10

Two sessions each day: 9:30 a.m.-12:00 p.m. (4 and 5 year-olds) and 1-3:00 p.m. (6, 7, and 8 year-olds)

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 and gardening while having fun. The Youth and Family Educator will assign volunteers their tasks for the day to help children get the most out of each session full of investigation and discovery.

2012 Special Events

Spring Tea: FULL

Saturday, May 12, 4:00 p.m.

Chair: Mollie Moore

1. Team Leader of Sandwiches and Plate Presentation

Job Description: This person helps staff prepare for the sandwich preparation on the day of the tea, helps lead the volunteers using our easy pictorial "cheat-sheets" and directions, and makes sure the plates look great before they are served.

Time Commitment: 2:30 – 4:30, includes a bit of prep and a bit of clean-up, as well as the overseeing.

2. Volunteers to brew tea (2)

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

3. Volunteers to serve tea (4)

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

4. Volunteers to prepare plates (6)

Job Description: Prior to the start of the event, volunteers make sandwiches, fill jam and cream dishes, and set up each plate. These plates are kept in the prep area of the kitchen until served.

Time commitment: 2:30-4:30, plus clean-up

Plant Sale

Saturday + Sunday, May 26 + 27, 9am-4pm

Saturday: Members Only Sale, 9-12:00 noon, Public 12:00-4:00

Sunday: 9 – 4:00 p.m.

Chair: BJ Dobson

1. Membership-Card Checkers: 2 TOTAL FULL

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

Time Commitment:

Saturday, May 26, 8:45 a.m.-12:00 noon. – **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:

Saturday, May 26: 8:30 a.m.-12:15 p.m. – **NEED 4 Volunteers here. FULL**

Saturday, May 26: 12:00-4:00 p.m. – **NEED 4 Volunteers here. FULL**

Sunday, May 27: 8:30 a.m.-12:15 p.m. – **NEED 4 Volunteers here.**

Sunday, May 27: 12:00 - 4:00 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:

Saturday, May 26: 8:30 a.m.-12:15 p.m. – **NEED 2 Volunteers here. FULL**

Saturday, May 26: 12:00-4:00 p.m. – **NEED 2 Volunteers here.**

Sunday, May 27: 8:30 a.m.-12:15 p.m. – **NEED 2 Volunteers here.**

Sunday, May 27: 12:00 - 4:00 p.m. – **NEED 2 Volunteers here. FULL**

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 & Crew) for more specific plant questions.

Time Commitment:

Saturday, May 26: 8:30 a.m.-12:15 p.m. – **NEED 2 Volunteers here. FULL**

Saturday, May 26: 12:00-4:00 p.m. – **NEED 2 Volunteers here. FULL**

Sunday, May 27: 8:30 a.m.-12:15 p.m. – **NEED 1 Volunteer here.**

Sunday, May 27: 12:00 - 4:00 p.m. – **NEED 2 Volunteers here.**

Plein-Air Painting Days

May 28 – June 3

Artist Reception: Thursday, June 14 in the Bosarge Family Education Center (EC)

Shuttle Drivers – Need 3 volunteers

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

Time Commitment:

Each day, Monday, May 28, through Saturday, June 3: 9:00-11:00 a.m.

Gardens Summer Gala & Fundraiser

Thursday, July 26

5:30-8:30 p.m.

Chair: Sarah Strouss

PRE-EVENT: Strong-arm Men and Women - 4

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

Time Commitment: This should take a several hours in the afternoons of Tuesday, July 24

PRE-EVENT: Strong-arm Men and Women - 6

Job Description: Help set up the tent.

Time Commitment: This should take a several hours in the afternoons of Wednesday, July 25

1. Food Vendor Load In: 4

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. Check-in & Reception: 6 FULL

Job Description: Seated inside the Bosarge Center check people in using the registration list (there are no “tickets”) and take pre-payment information for Bidding at the Auctions. Once everyone is checked in, your job will become a “Host” to socialize at the party and tidy up/make sure everything is going smoothly. Be there early to park and get settled in!

Time Commitment: 5:00 p.m.-8:30 p.m. (Admissions entry starts at 5:30 p.m.)

3. Food Vendor Tenders: 2

Job Description: Make sure that the Food and Beverage Vendors (caterers) have everything that they need – possibly refresh ice supplies, bring

new garbage bags, clean up spills, etc.

Time Commitment: 4:30 p.m.-7:30 p.m.

4. Table Tidiers/Hosts: 2

Job Description: Tidy tables, encourage guests to explore the Gardens, make sure silent auction tables look neat, and just help guests enjoy the evening.

Time Commitment: 5:00 p.m.-8:30 p.m.

5. Auction Helpers: 10

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: 6:30 – 9:00 p.m.

6. Auction Check-Out: 6

Job Description: Work in tandem with the auction helpers. Organize the paperwork for silent auction and integrate the live auction sales. Check out the buyers, make sure we have their pre-payment information or get their payment information.

Time Commitment: 6:30 – 9:00 p.m.

7. Cart Drivers: 2

Job Description: Drive guests in the 8-passenger carts to view the Gardens and the Live Auction item – Kubota – on the Great Lawn. Get event guests excited about the beauty of the Gardens at the peak of summer!

Time Commitment: 5:30 p.m.-7:00 p.m.

Maine Fairy House Festival

Friday-Sunday, August 3, 4, + 5

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

1. Team Leader & 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 Programs Manager. In April, begin once/month meetings to finish legwork, and in July meet once/week to fine tune. Then, on August 3, 4 and 5, 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. 3 **FULL**

Saturday, Aug. 4

Sunday, Aug. 5

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. 3 **FULL**

Saturday, Aug. 4 **FULL**

Sunday, Aug. 5 **FULL**

4.) Fairy Store– 3 (1 volunteers/day)

Job Description: One “register” volunteer to take money/sell fairy store item.

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

Friday, Aug. 3 **FULL**

Saturday, Aug. 4 **FULL**

Sunday, Aug. 5 **FULL**

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 umbrella for shade.

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

Friday, Aug. 3

Saturday, Aug. 4

Sunday, Aug. 5

6. Workshop Assistants – 5 (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. The volunteer task will involve clean up and hands-on help for workshop leaders.

Time Commitment: 9:30-11:30 p.m. (Workshop Times: 10am-11am.)

Wednesday, Aug. 1

Thursday, Aug. 2

Friday, Aug. 3

Saturday, Aug. 4

Sunday, Aug. 5

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

Job Description: Tend the Arts & Crafts area! 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, Aug. 3

Saturday, Aug. 4

Sunday, Aug. 5

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, Aug. 3

Saturday, Aug. 4

Sunday, Aug. 5

Summer's End Tea

Sunday, September 16

4:00 p.m.

Chair: Mollie Moore

1. Team Leader of Sandwiches and Plate Presentation Full

Job Description: This person helps staff prepare for the sandwich preparation on the day of the tea, helps lead the volunteers using our easy pictorial “cheat-sheets” and directions, and makes sure the plates look great before they are served.

Time Commitment: 2:30 – 4:30, includes a bit of prep and a bit of clean-up, as well as the overseeing.

2. Volunteers to brew tea (2)

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

3. Volunteers to serve tea (4) FULL

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

4. Volunteers to prepare plates (6) Full

Job Description: Prior to the start of the event, volunteers make sandwiches, fill jam and cream dishes, and set up each plate. These plates are kept in the prep area of the kitchen until served.

Time commitment: 3:00-4:30, plus clean-up

Family Fright Night

Saturday, October 27

4:00 – 7:00 p.m.

This annual fun, Halloween event will run from 4:00-7:00 p.m. Last year we had almost 200 guests come to the party! The Children's Garden activities will begin at 4:30 p.m. after a costume parade at 4:15 on the Great Lawn, so those volunteers will have plenty of time to get their stations set up and get ready. Visitor Center volunteers are asked to come a bit earlier to prepare. We hope you can come dressed in costume (especially the

volunteer positions that call for a specific character), but if you need help creating something, you can just ask us! All volunteers are asked to help with some set up and clean up if possible.

2 Check-In Volunteers FULL

Job Description: Sit in the Visitor Center and check in families who have already signed up, and take payment from walk-in families. Cash box, supplies, and registration list will be provided.

Time Commitment: 3:30-6:30

2 Inside Craft Tenders

Job Description: Man the craft booth in the Library, helping kids create trick-or-treat bags (paper bags with stamps, stickers and crayons) to use for the evening.

Time Commitment: 3:30-6:30

4 Food Servers

Job Description: Come early to help get the food all set out for a SPOOKY Halloween appetizer display. There won't be a full dinner this year; mostly cheese & crackers, veggies & dip, and there will be passed hot appetizers. You will need to keep the displays neat and walk around with trays of the hot appetizers and offer it to people in the Visitor Center.

Time Commitment: 3:00-7:00

2 Soup Witches

Job Description: Stir a cauldron of warm winter soup, hand out small cups to guests, and, most importantly act like witches!

Time Commitment: 4:00-7:00

2 Outside Activity/Dessert Display Tenders

Job Description: Man the temporary tattoo booth at the Seagull Pavilion by helping kids pick out a tattoo and then putting it on them. This will also be the site for desserts – cupcakes, cookies & bars, along with a drink. You'll need to keep the display pretty and clean.

Time Commitment: 4:00-7:00

Fortune Teller

Job Description: Dress up like a fortune teller and sit in the Gnome Supplies booth; your floating head will be all that shows. Read pre-written fortunes to children, this position will require some acting!

Time Commitment: 4:00-7:00

Fortune-Teller Helper

Job Description: Help the fortune teller and hand out candy to trick-or-treaters.

Time Commitment: 4:00-7:00

Alice & Mad Hatter

Job Description: Dress up like characters from Alice in Wonderland and man the Story Barn, where we'll have "finger" sandwiches and a drink. The Story Barn will be decorated in a creepy-fantasy Alice in Wonderland theme and you'll need to play the part!

Time Commitment: 4:00-7:00

Mad Scientist

Job Description: Dress up like a Mad Scientist and show off your supply of gross specimens in touch bowls (peeled grape eyeballs, spaghetti brains, etc). You'll be inside the Cottage and also handing out candy to trick-or-treaters.

Time Commitment: 4:00-7:00

Scary-story Teller/Reader

Job Description: Sit around the campfire and tell (or read) spooky stories to families as they stop by.

Time Commitment: 4:00-7:00

Fire Tender

Job Description: Help start the fire and keep it going for spooky storytelling. All firewood supplies will be provided. Make sure fire is fully extinguished at the end of the evening.

Time Commitment: 4:00-7:00

Frozen Turkey Hunt & Early Bird sale in the Gift Shop

Saturday, November 17, 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 FULL

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: Serve hotdogs & fixin's from the grill (Grillmaster already provided).

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 8

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. **FULL**

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....

Here Comes the Sun New Year's Celebration

January 1, 2013

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.

***** 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 pots of hot chocolate and spiced cider. Help set up the beverage table on the Visitor Center porch steps, overlooking the Great Lawn.

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