

THE MORRIS COUNTY PARK COMMISSION

Job Description

Title: Horticulture Volunteer Program Specialist      Full Time  - Salary Grade: Local 32 - Class VII

Division: Horticulture

Effective Date: 2/26/2001

Prepared by: C. Zafonte

Approved by:

**Position Charter:**

Under the direction of the Manager of Horticulture, researches, plans, develops and implements programs for the recruitment position and coordination of volunteers to assist with horticultural and gardening projects throughout the facilities of the Morris County Park Commission.

**Essential Functions:**

- Develops, coordinates and oversees the Garden Works (Horticultural Volunteer) Program in a comprehensive manner including but not limited to preparing work schedules, recruiting participants, developing seasonal priorities, arranging field trips, designing, procuring materials for and maintaining designated gardens and areas, supervising each volunteer session and acting as head instructor for volunteers.
- Subject to general and specific assignments and Park Commission rules, regulations and policy.
- The incumbent is responsible to, consult with and is supervised by the Manager of Horticulture.
- Researches, plans, develop and implements horticultural and volunteer programs for facility and programmatic support consistent with site objectives throughout the Morris County Park Commission facilities.
- Recruits volunteers through various sources such as: horticulture/gardening organizations, networking affiliation, publication of program awareness articles, and specific recruitment advertisement through established media sources.
- Recruits, coordinates and works with corporate volunteer outreach programs incorporating such into the horticultural development and maintenance of Commission facilities.
- Prioritizes volunteer assignments and works with volunteers to completion performing assignments including but not limited to: pruning, planting, irrigation, fertilization, plant propagation, weeding, mulching, labeling and general horticultural and garden maintenance.
- Conducts new volunteer orientation sessions and on-going training sessions to provide specific training applicable to Park Commission methods and standards including distribution of printed materials.
- Assists with and coordinates volunteer assistance in maintaining over-wintering plant material in over-wintering structures and nurseries.
- Coordinates volunteer efforts for the annual Index Seminum (international seed exchange) Program including seed collection, cleaning, sorting, labeling and mailing distribution. Maintains international seed distribution mailing lists and updates it on an annual basis.

- Plans and organizes an annual horticulture volunteer educational field trip;
- Produces and distributes quarterly volunteer newsletter.
- Maintains horticultural volunteer work records, providing statistics as required to the Commission and coordinates Garden Works program with all Morris County and Park Commission Volunteer Recognition events.
- Assist Manager of Horticulture in interviewing and training of horticultural interns.
- Prepares annual budget materials for Garden Work Program.

**Other Functions:**

- Provides public and staff education and training as required.
- Works on assignments in the implementation and execution of the Commission's Horticulture policies and programs as directed.
- Maintains proper records and prepares reports as required.
- Performs other tasks as assigned.

**Qualifications:**

- Ability to recruit, retain, organize and motivate program volunteers.
- Demonstrated ability and knowledge of horticulture management in areas of concern to Morris County Park Commission through successful completion of testing and assessment process.
- Ability to communicate effectively both verbally and in writing.
- Possession of a valid New Jersey driver's license.
- Ability to perform mathematical calculations and prepare reports consisting with the functions of the position.
- Ability to work flexible hours, including evenings, holidays and weekends as needed.
- Good organizational and time management skills.
- The ability to maintain an attendance record satisfactory to accomplish the essential functions of the position.
- Ability to perform the essential functions of the position with or without reasonable accommodation.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.