

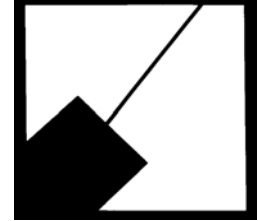
The Maryland-National Capital Park & Planning Commission

Department of Park and Planning, Montgomery County

Volunteer Services Office

9500 Brunett Avenue Silver Spring, MD 20901

Phone (301) 495-2504



VOLUNTEER JOB DESCRIPTION

DRAFT

JOB TITLE: **NURSERY AIDE**

LOCATION: Pope Farm Nursery
7400 Airpark Road
Gaithersburg, MD 20879

NEED: 1-2 Days/Week, Weekdays, 4-hour shifts, between 9:00 a.m. & 3:00 p.m.

JOB DESCRIPTION:

The Pope Farm Nursery provides the majority of trees and shrubs that are planted out into Montgomery County Parks each year. Volunteers will perform nursery production duties along side full-time nursery staff to produce shade, flowering, and evergreen trees and shrubs for use in park landscapes. This work, while sometimes physically demanding, provides volunteers the opportunity to work behind the scenes with a knowledgeable, professional horticulture staff, and to enjoy the “blossoms” of their labor.

DUTIES AND RESPONSIBILITIES:

- Assist with all aspects of nursery production, which may include planting, pruning, watering, and labeling of plants.
- Work with staff in maintenance of containerized reforestation plants.
- Perform plant inventory updates on computer database and in the field.
- Learn to operate equipment as needed.

QUALIFICATIONS:

- Ability to work with others, to listen, and follow detailed directions.
- Mature and responsible work attitude.
- Reliable and organized work habits.
- Enthusiasm for goals and function of the nursery.

REQUIREMENTS:

- Minimum age 18 years.
- Ability to work at least one 4-hour shift per week. (some flexibility)
- Ability to work during business hours between 9:00 a.m. and 3:00 p.m.
- Ability to perform physical tasks, sometimes strenuous, as needed.

TRAINING:

Volunteer will receive thorough on the job training and may be asked to participate in workshops as available and as funding permits.

COMMENTS:

Volunteers in this position gain practical and professional experience in a variety of nursery skills. The right people will find this work interesting and rewarding, and will be an invaluable asset to the staff at the nursery.

Revised 6/00 Forms1jobdesc

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