



Position Description

Title:	Floral Design Support Volunteer
Employment Status:	Volunteer
Time Commitment:	<p>A minimum of two, regularly scheduled four-hour shifts per month equating to approximately 100 service hours annually.</p> <p>Typical shifts: 10 am – 2 pm on Mondays, Tuesdays or Fridays.</p>
Primary Functions:	Floral Design Support Volunteer performs horticultural tasks, involving limited responsibility, to processing flowers and producing floral arrangements for use in the museum, visitor center, café, offices and gardens. Performs other related duties as assigned.
Key Job Elements:	<p><i>Floral Design Support:</i></p> <ul style="list-style-type: none">• Harvests cut flowers and foliage from garden and greenhouse.• Cleans and sanitizes containers.• Transports floral designs from greenhouse to other buildings or other areas according needs.• Constructs floral arrangements following direction and guidance under supervision.• Completes new projects as they arise. <p><i>Scheduling:</i></p> <ul style="list-style-type: none">• Coordinates availability with Head of Design Operations• Attends regular volunteer continuing education sessions and any scheduled mandatory volunteer training sessions.• Participates in periodic reviews.• Honors the time commitment requested of Floral Design Support Volunteer
Organizational Relationships:	<ul style="list-style-type: none">• Reports to Floral and Event Décor Designer• Collaborates with Volunteer Supervisor and Head Grower• Interacts with staff, visitors and fellow volunteers
Knowledge:	<ul style="list-style-type: none">• Prior experience of floral design• Safety minded• Skill in operation of garden and hand tools
Skills/Abilities:	<ul style="list-style-type: none">• Interest in floral design and gardening• A warm, empathetic, and enthusiastic communicator• Flexibility, patience, and a positive outlook• Commitment to, enthusiasm for, and comfort with conversing with a



diverse range of people

- Detail oriented
- Ability to work with minimum supervision
- Able to meet the yearly time commitment
- Timely and responsive in correspondence via email and phone
- Basic comfort level with and regular use of email and computers
- Demonstrates a commitment to the spirit of Hillwood's mission, vision, and interpretive messages, and keeps them at the forefront of all endeavors

Membership

In addition to our strong volunteer cohort, Hillwood also has a vital membership program, which supports our efforts to share the legacy of Marjorie Merriweather Post. For volunteers beginning after September 1, 2018, maintaining an active Hillwood membership at any level is required to serve as an active volunteer. This step further deepens our volunteers' engagement with Hillwood and allows volunteers to strengthen their roles as Hillwood ambassadors. Volunteers can join or renew their membership by calling 202.686.5807 or visiting the membership page of Hillwood's website at <https://www.hillwoodmuseum.org/membership>.

Work Environment:

The work environment characteristics described here are representative of those a volunteer encounters while performing the essential functions of the volunteer role. While volunteering a Floral Design Support Volunteer is regularly required to communicate professionally in person, over the telephone, through email and other electronic means, stand for extended periods of time in the Greenhouse, ascend/descend stairs, move about their volunteer area, between buildings, and the campus grounds, and visually or otherwise identify, observe and assess. The volunteer is occasionally required to lift and/or carry up to 25 pounds unassisted and minimal exposure to commonly-used horticultural chemicals.

Notice:

The preceding volunteer description has been designed to indicate the general nature and essential duties and responsibilities of work performed by a Floral Design Support Volunteer. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of volunteers to do this role.

To Apply:

We are a progressive, equal opportunity organization and all interested parties are encouraged to apply. So, volunteer "Where Fabulous Lives!" For prompt consideration, please submit your online application via the [Jobs & volunteering page](#) via Hillwood's website.

