



## Position Description

<b>Title:</b>	Greenhouse Support Volunteer
<b>Employment Status:</b>	Volunteer
<b>Time Commitment:</b>	<p>A minimum of two, regularly scheduled four-hour shifts per month equating to approximately 100 service hours annually.</p> <p>Typical shifts: 8 am – 12 pm on Tuesdays, Wednesdays, Thursdays or Fridays.</p>
<b>Primary Functions:</b>	Greenhouse Support Volunteer performs horticultural tasks, involving limited responsibility, to produce plants for use in the museum, gardens, offices and other facilities. Assists greenhouse staff in propagating and maintaining a variety of plants in greenhouses, cold frames, and nursery. Performs other related duties as assigned including occasional outdoor garden work.
<b>Key Job Elements:</b>	<p><i>Greenhouse Support:</i></p> <ul style="list-style-type: none"><li>• Assists in propagating a variety of plants.</li><li>• Plant seeds, transplants, bulbs and rooted cuttings into pots.</li><li>• Assists in daily care and maintenance of plants including watering, fertilizing, picking, grooming plants and pulling weeds.</li><li>• Provides routine cleaning and maintenance of greenhouses and cold frame areas.</li><li>• Moves plants from greenhouse to cold frames or other areas according to needs and development of each plant.</li><li>• Helps keep records of plant growth and inventories.</li><li>• Cleans and sanitizes pots.</li><li>• Answers routine horticulture questions from the public.</li></ul> <p><i>Scheduling:</i></p> <ul style="list-style-type: none"><li>• Coordinates availability with Head Grower.</li><li>• Attends regular volunteer continuing education sessions and any scheduled mandatory volunteer training sessions.</li><li>• Participates in periodic reviews.</li><li>• Honors the time commitment requested of Greenhouse Support Volunteer</li></ul>
<b>Organizational Relationships:</b>	<ul style="list-style-type: none"><li>• Reports to Head Grower</li><li>• Collaborates with Volunteer Supervisor</li><li>• Interacts with staff, visitors, and fellow volunteers</li></ul>
<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• Knowledge of horticulture and/or strong interest in plant growth.</li></ul>



- Safety minded.
- Skill in operation of garden and hand tools.

**Skills/Abilities:**

- Interested in learning about horticulture, the museum's collection and founder.
- 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
- 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 Greenhouse 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 regularly required to squat, kneel, crouch, bend and on occasion lift and/or carry 25 pounds unassisted. There is 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 Greenhouse 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.