



## Position Description

<b>Title:</b>	Volunteer for Horticulture Program (VHP)
<b>Employment Status:</b>	Volunteer
<b>Time Commitment:</b>	Five or more shifts of three to four hours, per year, at horticulture workshops. About 35 shifts each year are available, primarily on Saturdays or Sundays but also on Friday afternoons or weekday evenings.
<b>Primary Functions:</b>	Horticulture program volunteers assist visitors at horticulture programs. They enjoy working with the public, helping visitors learn, and learning about horticultural techniques.
<b>Key Job Elements:</b>	<p><i>Volunteer for Horticulture Program:</i></p> <ul style="list-style-type: none"><li>• Prepares supplies at workshop locations</li><li>• Greets visitors to workshops in the visitor center</li><li>• Ensure latecomers are escorted to the workshop quickly and easily</li><li>• Support visitors' comfort and confidence while creating hands-on horticulture projects</li><li>• Assists visitors with general wayfinding during and after the workshop, particularly pointing out the location of the restrooms, café, and exhibitions</li><li>• Maintains supplies at workshops</li><li>• Assists with cleaning up after workshops</li><li>• Assures a positive, enjoyable visitor experience</li></ul> <p><i>Scheduling:</i></p> <ul style="list-style-type: none"><li>• Coordinates schedule with their assigned supervisor or project leader</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 require volunteer time commitment</li></ul>
<b>Organizational Relationships:</b>	<ul style="list-style-type: none"><li>• Reports to their assigned supervisor or project leader</li><li>• Collaborates with the volunteer supervisor, horticulture and interpretation staff</li><li>•</li></ul>
<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• Experience in facilitation or teaching in informal or formal settings, customer service, or caregiving</li></ul>



- Open to learning or experience with horticultural activities
- Interested in learning about the museum's collection and founder

**Skills/Abilities:**

- A warm, empathetic, and enthusiastic communicator
- A friendly and engaging presence
- 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 horticulture program 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 horticulture program 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.