



Position Description

- Title:** Orchid Collection Support Volunteer
- Employment Status:** Volunteer
- Time Commitment:** A minimum of two, regularly scheduled four-hour shifts per month equating to approximately 100 service hours annually.
- Typical shifts: 10 am – 2 pm on Tuesdays, Wednesdays, Thursdays or Fridays.
- Primary Functions:** Orchid Collection Support Volunteer performs horticultural tasks, involving limited responsibility, to produce orchids for use in the museum, and other facilities. Assists staff in propagating and maintaining most facets of the orchid collection. Performs other related duties as assigned.
- Key Job Elements:**
- Orchid Collection Support:*
- Assists in division, repotting and staking of orchids.
 - Mixes bark, and other materials to prepare growing medium.
 - Sanitizes and prepares pots for repotting.
 - Moves plants from greenhouse to work area or other assigned areas.
 - Assists in record keeping of orchid collection (flowering, repotting and inventory).
 - Removes dead blooms, stems, weeds, and pests from the orchids.
 - Assists with the care and maintenance of the tropical plants growing alongside orchids.
 - Answers routine horticulture questions from the public.
- Scheduling:*
- Coordinates availability with Horticulturist
 - Attends regular volunteer continuing education sessions and any scheduled mandatory volunteer training sessions.
 - Participates in periodic reviews.
 - Honors the time commitment requested of Orchid Collection Support Volunteer
- Organizational Relationships:**
- Reports to Horticulturist
 - Collaborates with Volunteer Supervisor and Head Grower
 - Interacts with staff, visitors, and fellow volunteers
- Knowledge:**
- Previous knowledge of orchids desirable.
 - Knowledge of horticulture and/or strong interest in orchids.



- 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 follow prescribed procedures and protocol.
- 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 Hillwood's website under [jobs & volunteering](#).