



GARDEN DOCENT JOB DESCRIPTION

Collier County Parks & Recreation Garden Volunteer Program

A collaborative environment between the Maintenance Department and Garden Volunteers that promotes the sharing of knowledge and resource to support the beautifying of parks and natural areas. Create, maintain garden spaces in a manner that is good for the environment, are sustainable, encourages pollinators, and is accessible by the public. Provide activities that will educate the gardeners, park employees, and the community.

Parks & Rec Mission Statement

Healthy Lifestyles
Strengthen the Community
Enrich the Economy
Protect & Sustain the Environment

Garden Program Objectives

Physical exercise
Accessibility, community events
Awareness, increase visitors
Florida Friendly Landscaping, Remove Invasives

County Staff:

Maintenance Superintendent, Supervisors, Lead Crew, Maintenance Staff
Volunteer Coordinator (County Employee)

Volunteer Organizational Chart:

Garden Program Lead (Volunteer)
Specialists: Marketing, Education
Garden Lead (Volunteer)
Gardener (Volunteer)

Garden Volunteer Program Description:

In conjunction with County Staff, the Garden Program Lead establishes the design and guidelines for each park. Volunteer Gardeners will be recruited for each park through the County's Volunteer Outreach programs. Garden Program Lead will work with Volunteer Gardeners to rehabilitate, install gardens, and work out maintenance routines. Garden Program Lead to recruit a Garden Lead(s) and work with them to transition maintenance responsibilities. Garden Program Lead to support all volunteers through open honest communication of expectations, Park & Rec policies, and provide plant/garden educational materials and opportunities.

General Duties:

Work with Lead Gardener and or Maintenance Staff to maintain annual and perennial flower gardens. All volunteers should be willing to assist with planting, watering, weeding, deadheading, mulching, and other garden activities.

Be able-bodied, and willing to learn, willing to take guidance, enjoy being outdoors, Volunteers are always expected to dress appropriately for outdoor work and carry water with them. Volunteers must be prepared for exposure to heat and insects.

Docents in Collier County Park Gardens may do any or all the following duties:

General Responsibilities:

- Complete a volunteer application on our website annually, and consent to an annual background screening.
- Arrive on time for your scheduled shift and check in with the volunteer coordinator, or garden lead.
- Dress in accordance to the dress code for the event. For casual dress events be diligent of clothing or t-shirts that may be inappropriate. I.e: offensive language, violence, insensitive content, open toe shoes should be avoided, if you're not sure - don't wear it.
- Be willing to wear a Volunteer or County Issued ID Badge for identification with the public and Parks staff.
- Have a positive attitude and a friendly face.
- Be willing to speak to groups of people for the purpose of educating them about the Garden, Pollinators, Trails, and Recruit potential new volunteers for the garden program.
- Know who your contact is on site.
- Know where first aid can be administered or where the first aid kit is located on site.
- Enjoy yourself, while promoting a positive image with your body language and your verbiage.
- At the end of your shift check yourself out with the volunteer coordinator or garden lead to ensure your hours are documented.

Collier County Parks & Recreation values your commitment to serve your community and your partnership with us. We will strive to ensure that you have a rewarding volunteer experience every time you serve with us.