



## GARDEN PROGRAM LEAD VOLUNTEER 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**

##### **Objectives**

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

#### **Garden Program**

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

#### **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.

**1. Garden Program Lead**

- a. Work with Superintendent - Parks & Recreation (other staff as applicable)
  - i. Create Guiding Principals, Best Practices for the entire program, following Florida Friendly Landscaping guidelines, Native Plant guides
  - ii. Master List of plants and other materials needed for Garden
  - iii. Long Term: Space for propagation activities
- b. Work with each Park Maintenance Staff & Park Staff
  - i. Create Goals, and Objectives individualized to each Park
    1. Debris removal
    2. Irrigation
    3. Fertilizing
    4. Pesticides
    5. Tools
    6. Storage
  - ii. Create design plans, sourcing materials
  - iii. Create a budget
  - iv. Work with team to get budget & plans approved
  - v. Create an implementation plan
    1. Remediation, or new planting areas
  - vi. Seasonal changes, replacement planting
  - vii. Next "Garden" projects
- c. Work with Volunteer Coordinator
  - i. Recruit Volunteers in advance of on-site work
  - ii. Manage Garden Schedules
  - iii. Marketing, Community Awareness
  - iv. Volunteer Feedback
  - v. Administrative activities: hours, contacts, communication with volunteers
  - vi. Updating and uploading training materials for the garden program
- d. Installation & Maintenance
  - i. Conduct Initial Volunteer Orientations
  - ii. Supervisor installation of garden design
  - iii. Act as Garden Lead until one can be recruited from the volunteer pool

- iv. Work alongside volunteers until garden can be turned over to a “Lead”
- v. Create work/chore checklist
- e. Train Lead Volunteer
  - i. Parks & Rec Mission Statement
  - ii. Garden Guiding Principles and Best Practices
  - iii. Introductions to Park Maintenance Staff
  - iv. Introductions to Park Supervisor (as applicable)
  - v. Manage updates to Plant & Weed List
  - vi. Create work/chore lists for the garden
  - vii. Communication protocols and system
  - viii. Scheduling of Volunteers
  - ix. Turning in Volunteer hours
  - x. Community Events / Education - our role in the bigger picture of Park activities
  - xi. Capture videos and photos of people plant interactions
- f. Develop other Volunteer Specialists
 

*Focus: Building a team - not everyone can or wants to be in the garden*

  - i. Propagation
  - ii. Marketing
  - iii. Education
  - iv. Volunteer Training
- g. Monitoring Park Gardens
 

*Focus: Appreciation for volunteers, meet with Lead about any ongoing issues*
- h. Visit gardens and volunteers on a regular schedule visit
  - i. Volunteer appreciation
  - ii. Volunteer training
  - iii. Volunteer feedback
  - iv. Lead Volunteer Meetings
  - v. Report about Garden Conditions
- i. Work with Volunteer Coordinator, Media Volunteer & Park Supervisor to plan community, educational events based on garden activities.
  - 1. Develop a calendar of events (coincides with master calendar)
  - 2. Children’s educational activities where applicable.
  - ii. Maintain where possible a public information signboard, updated monthly or seasonally. Include educational materials and announcements to the public
  - iii. Create a Master Calendar focused on gardening (holidays, celebration days, activities) as a way to create community events and promote the gardens through social marketing outlets, informational signs.
  - iv. Prepare an article for the county monthly newsletter.
  - v. Provide photos and videos
- j. Quarterly Report to Volunteer Coordinator/ Superintendent – Parks & Recreation
  - i. Condition of gardens and issues
  - ii. Community response, a recap of events, and any feedback

iii. Next projects