Gardener /Landscape Volunteer Position Description

MONONA TERRACE

Goal of the Position: Provide beautiful, well-maintained gardens and open public spaces.

Location: Work occurs throughout the William T. Evjue Rooftop Gardens, Olin Terrace, John Nolen Drive, and lakeside areas near the bike path as seasonally needed. Work may also occur inside the building on interiorscaping in the event of inclement weather. Log in at the volunteer station next to the greeters desk on level 4 main entrance.

The Gardening Season:

Gardening outdoors begins in April and concludes in early November, dependent on the weather. Tasks vary from week to week, but seasonally include the following:

April-May	Clean up the gardens and terrace, sweep, divide plants, remove stuck debris, prep and grade soil, wash soil from bed edges and tiles
May-June	Plant flowerbeds and perennials, water plants, mulch, weed, dead head
June-Sept	Weed, mulch, water, deadhead, maintain hardscape
Sept-Nov	Plant bulbs, divide perennials, clean-up beds, prep beds for winter

Orientation/Training:

- General orientation to Monona Terrace and an initial volunteer program overview.
- Garden-specific training and direction is demonstrated on-site with Monona Terrace staff at the beginning of each volunteer shift. Tasks vary from week to week.

Qualifications:

- Ability to make a **season-long commitment** of gardening once a week
- An interest in and enjoyment of plants and gardening with quality and attention to detail
- Ability to perform physical tasks such as bending, kneeling, lifting, digging, climbing onto raised beds, and tolerate some weather extremes
- Able to follow instructions, after training, without constant supervision
- Be 18 years of age and be email and text proficient

Dress:

- Wear volunteer shirt and badge for ID; clothing appropriate to the weather
- Please: no sandals, sleeveless t-shirts, halters, or cut-off style shorts
- *Monona Terrace* supplemental volunteer shirts are available for purchase

Garden Crew Shift:

During each shift, volunteers work directly with Monona Terrace staff. Shifts start promptly—please arrive on time. Currently we are only meeting on the following day/time: Tuesday, 8:00 am to 11:00 am. This is subject to change due to demand for shifts and staffing levels.

-Rain day/inclement weather

I will email you by **6:30 am** the day of your gardening shift if we are calling off work. If you do not hear from me**, even if it's questionable outside, assume we'll work that day.** We may be expecting the weather to clear or have other projects inside the building.

-Timeliness and Attendance

Please be logged in and ready to garden at **8:00am**. Garden tasks are demonstrated at the beginning of each volunteer shift. I will leave a note at the log-in station if we're working anywhere other than the rooftop and you need to arrive late. If you know in advance that you will miss your shift, please let me know so that I can plan projects accordingly. For last minute events, such as being ill, please send me an email as soon as possible.

-Timing/Season

As you know, spring and early summer are the busiest time of year in the garden. Although there's always work to be done (weeding, watering, deadheading, etc.), work tends to slow down by mid-summer before picking back up in the fall. Depending on the season, we may cancel shifts if maintenance needs are low or switch to every other week on as-needed basis.

-Dress appropriately

Please wear weather-appropriate clothing and sturdy toe-covered shoes. We will work in light rain if called for. Bring your favorite garden gloves although we have extras if you forget. All gardening tools will be supplied by Monona Terrace.

-Working at the Terrace

Enjoy your time here! Yes, there's a lot to get done and we can stay busy while conversing and enjoying each other's company. The key is to make your time worthwhile to you, the gardens, and fellow volunteers.

-Feedback

Please let us know if you have any questions or concerns. We value your input as we want to make this an enjoyable experience for everyone.

Finally, and most importantly, thank you for volunteering your time to Monona Terrace and helping sustain it as an iconic Madison destination. The personal and professional growth, the challenges and the friendships from volunteer experiences are life-long rewards. Many volunteers explain that their greatest reward comes from the opportunity to be of service to others!

Thank You!

If you have questions or concerns, please contact:
James Marlowe, Gardener & Facility Maintenance
Monona Terrace
1 John Nolen Drive
Madison, WI 53703
jmarlow@mononaterrace.com
Desk: 608-261-4191 Main: 608-261-4000
www.mononaterrace.com