



Dear Prospective Volunteer:

Thank you for your interest in becoming a Tucson Botanical Gardens volunteer. Volunteers serve in a variety of areas at the Gardens and are an important part of our events, day-to-day activities, and programs.

Enclosed you will find information about our volunteer service areas, expectations of volunteers, and an application form. We ask that all of our volunteers become members of the Gardens; individual memberships cost \$30 and family memberships cost \$40.

Before mailing in your application, read over the last page of this packet carefully so that you are familiar with volunteer expectations and the benefits volunteers receive upon fulfilling these expectations. If your time is limited and you may be unable to dedicate the time necessary to become a full time volunteer, consider becoming a "community volunteer" and sharing your time as you are able.

Please fill out the enclosed application and return it to me at the Tucson Botanical Gardens. Feel free to attach a résumé if it describes your background in more detail. The next step will be an interview, and I will contact you to schedule this.

Thank you again for your interest.

Sincerely,

Ron Bridgemon
Visitor Education and Volunteer Services Coordinator

2150 North Alvernon Way • Tucson, Arizona 85712-3153
520-326-9686, ext. 39

Last updated on: 11/26/2008

**TUCSON BOTANICAL GARDENS
VOLUNTEER APPLICATION**

PERSONAL DATA

START DATE: _____

END DATE: _____

Name _____ Phone (H) _____ (W) _____

Address _____ City _____ Zip _____

Email address _____

Emergency contact _____ Emergency phone _____

Are you 18 years of age or older? Yes ___ No ___

Are you a current member of the gardens? Yes ___ No ___

How did you hear about this opportunity? Gardens Website ___ Library Brochure ___

Volunteer Center of S. AZ Website ___ Gardens membership brochure ___

Friend ___ Other _____

Why did you choose Tucson Botanical Gardens for your volunteer experience?

AVAILABILITY

Weekdays: ___ AM ___ PM ___ Weekends: ___ Summer: ___

For how many months could you commit to work in a volunteer position? _____

Are you currently employed? If so, where and for how many hours per week?

EDUCATIONAL BACKGROUND (Please list highest level & degrees, if any)

WORK EXPERIENCE:

VOLUNTEER EXPERIENCE

AREAS OF INTEREST:

- | | |
|---|--|
| <input type="checkbox"/> Gift Shop | <input type="checkbox"/> Butterfly Magic Exhibit |
| <input type="checkbox"/> Youth Ed. | <input type="checkbox"/> Horticultural Therapy |
| <input type="checkbox"/> Youth Tours | <input type="checkbox"/> Special Events |
| <input type="checkbox"/> Youth Outreach | <input type="checkbox"/> Grounds |
| <input type="checkbox"/> Adult Tours | <input type="checkbox"/> Office Support |
| <input type="checkbox"/> Adult Outreach | <input type="checkbox"/> Docent Training Class in the Spring |

Describe your plant and/or gardening interests

Please give a brief summary of your objectives in seeking a volunteer position at the Botanical Gardens:

How did you learn of volunteer opportunities at the Gardens? _____

OTHER COMMENTS:

Have you ever been convicted of anything other than a minor violation (not including traffic and parking violations)? Yes _____ No _____

(A conviction record will not necessarily be a bar to volunteering and factors such as age, time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.)

By signing below, I certify the facts set forth in this application are true and complete. I give permission to verify the information in this application. I understand that misrepresentation may be cause for dismissal.

I understand that as a volunteer at Tucson Botanical Gardens, I will uphold the mission of the Gardens, maintain my Gardens membership, and I agree to follow all guidelines and policies set forth in the Volunteer Handbook. I understand that I will be required to fulfill training requirements of whatever program I choose to participate in. I am aware that the Gardens has the right to release me from service at any time.

SIGNATURE _____ **DATE** _____

Please return to Ron Bridgemon Visitor Education and Volunteer Services Coordinator
Tucson Botanical Gardens, 2150 N. Alvernon Way, Tucson AZ 85712

**Tucson Botanical Garden
Volunteer Skills/Interests Profile**

Check the skills you would like to share

Name _____

Education

- Teaching adults (must take docent training)
- Teaching children (must take docent training)
- Docent/Guide – Adults (must take docent training)
- Tour Guide - Children (must take docent training)
- Workshop Aide
- Special Needs Populations (must take docent training)
- Curriculum development (must take docent training)
- Community Educational Events

Plants/Grounds

- Flowers
- Vegetables
- Herbs
- Cacti
- Desert Plants
- Historical Gardens
- Tropical Plants
- Composting
- Pruning
- Plant Propagation
- Plant Nursery

Languages

- Spanish
- French
- German
- Japanese
- Italian
- Chinese
- Sign Language

Publications/Marketing

- Public Speaking
- Media packets
- Community Outreach Events
- Media releases
- Editing/Proofreading
- General writing

Business/Management

- Event/Project coordinator

Office

- Data Entry
- Word Processing
- Survey Tabulation
- Clerical/Filing
- Mailings
- Answering Phones

Member Services

- Greeters
- Membership Sales

Retail/Visitor Services

- Merchandise sales
- General Public/Visitor Info.
- Food Service/Cashier
- Data Entry/Merchandise Receiving

Library/Resource Center

- Archival cataloguing
- Organizing books
- Shelving/Sorting
- Book conservation
- Data Entry

Arts

- Illustration
- Drawing
- Graphic design
- Digital photography
- Analog photography
- Calligraphy
- Floral design

Retail

- Merchandise sales

Building Skills

- Carpentry
- Painting

Art Gallery

- Jury Artwork
- Exhibit Displays

Other

- Special Events
- Butterfly Magic

Any Other Skills?

TUCSON BOTANICAL GARDENS

VOLUNTEER

OPPORTUNITIES

SPECIAL EVENTS/EXHIBITS:

Community Volunteer: For one-time, short-term or time-limited volunteers. Includes working as a greeter, ticket collector, path guides, and other event-related duties.

Time Commitment: Varies with event; shifts may be anywhere from 2-4 hours.

Training requirements: Depends upon the event and role of the volunteer.

Staff Supervisor: Event Coordinator (varies by event)

Gardens Volunteers: All volunteers are expected to assist at some special events in addition to their regular volunteer service areas. Some special events may involve committee assignments. Volunteers who work only in Special Events are asked to work a minimum of 18 hours per year to maintain their status as active Gardens volunteers.

Time Commitment: Varies with event; shifts may be anywhere from 2-4 hours.

Training requirements: Depends upon the event and role of the volunteer.

Staff Supervisor: Event Coordinator (varies by event)

Development Volunteers: Development volunteers assist in planning, preparing for, and hosting special functions such as Holiday in the Gardens and Art in the Gardens. These volunteers are considered to be Community Volunteers unless this work is in addition to their full-time volunteer work.

Time Commitment: Varies with event; shifts may be anywhere from 2-4 hours.

Training requirements: Depends upon the event and role of the volunteer.

Staff Supervisor: Event Coordinator (varies by event)

Porter Hall Exhibits: This is an “as needed” position for Gardens volunteers and docents only. Volunteers may help to install or disassemble exhibits in Porter Hall and assist during artist receptions when needed.

Time Commitment: Varies with exhibit. These volunteers are considered to be Community Volunteers unless this work is in addition to their full-time volunteer work.

Training Requirements: On-the-job training.

Staff Supervisor: Retail Services Manager

GROUNDS/ PLANT NURSERY

MAINTENANCE ASSISTANTS: General grounds care including sweeping, raking, parking lot beautification, grounds clean up, and sign cleaning. These duties will be shared between community service volunteers, horticultural therapy workers, and new, untrained grounds volunteers, prior to participation in the General Volunteer Orientation program.

Time Commitment: Minimum of two hours per week (Oct. - May). Summer hours (June – Sept.) are flexible and can begin earlier in the day.

Training Requirements: On-the-job training.

Staff Supervisor: Grounds Staff

GARDENING ASSISTANTS: Maintain living plant collections – planting, watering, weeding, transplanting, and pruning. As a horticultural aide/plant nursery aide you will participate in continuing education programs which highlight your particular interests in plants and plant care. You will become familiar with each garden area and some of the plants located in those areas, their care and feeding, and how to share your knowledge with gardens visitors. Nursery Aides will provide retail plant sales to the public.

Time Commitment: Minimum of two hours per week.

Training Requirements: General Volunteer Orientation, mentoring (on-the-job training), specialized training and continuing education.

Staff Supervisor: Grounds Staff

SWEETWATER NURSERY ASSISTANTS: In addition to the above skills, Sweetwater Nursery assistants will also assist the nursery manager during plant sales and at other times with displays, signs, organization of plant materials and general nursery maintenance.

Time Commitment: Nursery Assistants – Once a week or twice a month for a 3-hour shift.

Training Requirements: General Volunteer Orientation, mentoring (on-the-job training), specialized training and continuing education.

Staff Supervisor: Sweetwater Nursery Coordinator

FACILITIES VOLUNTEERS: Work in the areas of preventive and on-going maintenance on projects that are designed to improve the condition of Garden facilities. The Garden actively seeks volunteers with special skills in areas such as carpentry, painting, and irrigation repair.

Time Commitment: Minimum of two hours per week. These volunteers are considered to be Community Volunteers unless this work is in addition to their full-time volunteer work.

Training Requirements: On-the-job training and General Volunteer Orientation, if the person plans on continuing as a volunteer.

Staff Supervisor: Director of grounds and facilities.

OFFICE

Temporary Office Help: Assist with clerical tasks including answering phones, typing, data entry, filing and bulk mailings. These volunteers work under departmental guidance supplementing office staff where needed and are considered to be Community Volunteers unless this work is in addition to their full-time volunteer work.

Time Commitment: Minimum of two hours per week.

Training Requirements: General Volunteer Orientation.

Staff Supervisor: Office personnel

Special Project Volunteers: Assist with occasional and time-limited projects in departmental programs. These volunteers are considered to be Community Volunteers unless this work is in addition to their full-time volunteer work.

Time Commitment: Flexible

Training Requirements: General Volunteer Orientation and specialized training.

Staff Supervisor: Special Project personnel.

LIBRARY AND RESOURCE CENTER:

Library Aides: Assist in the library with data entry, sorting photographs and slides, shelving and cataloging periodicals and books, receiving and process donated books, distributing incoming library-related mail, and locating and compiling information.

Time Commitment: Minimum of two hours per week.

Training Requirements: General Volunteer Orientation and specialized training.

Staff Supervisor: Education Director

GIFT SHOP/ADMISSIONS:

Gift Shop/Admissions Volunteers: Assist TBG staff with Gift Shop and Visitor Services operations, Greet all visitors, take admissions fee, process memberships and answer general visitor questions, sell merchandise, restock/tag inventory as necessary and help maintain cleanliness of Gift Shop, and perform other duties as requested by the Retail Manager and/or other TBG Staff. Physical tasks include: Standing for periods of time, reaching/bending up or down, register typing/scanning and lifting up to 10 pounds.

Time Commitment: Minimum of 8 hours a month.

Position Requirements: Excellent customer service skills; team player; general computer skills; prior experience with computerized cash register and retail experience helpful.

Training Requirements: General Volunteer Orientation and specialized training, including use of computerized cash register.

Staff Supervisor: Director of Retail Services, Assistant Manager of Retail Services, and Retail Associate

ADULT EDUCATION:

Envoys: Sell Garden memberships, promote programs and events and distribute desert landscaping information. Staff information booths on-site and at off-site events or at special events at the Gardens.

Time Commitment: Varies

Training Requirements: Docent Training.

Staff Supervisor: Director of Development

Public Speaking: Present and promote Tucson Botanical Gardens and its programs through special presentations about the Gardens or special topics related to ongoing programs at the Gardens.

Time Commitment: Varies

Training Requirements: Docent Training.

Staff Supervisor: Education Director

Class Teachers: Teach Gardening for the Newcomer and Xeriscaping classes. May include weekends.

Time Commitment: Minimum of 8 hours per month. (Off-site programs as needed)

Training: Docent Training.

Staff Supervisor: Education Director

Tour and Interpretive Cart Guides: Serve as interpreter for various tour groups. Special tours may be arranged in advance. Interpretive carts are checked out by volunteers on certain days and positioned throughout the gardens. Tour and Cart Guides provide information about their subject and answer questions.

Time Commitments: Minimum of 8 hours per month.

Training: General Volunteer Orientation, Docent Training, and Mentoring.

Staff Supervisor: Volunteer/Adult Education Coordinator

Special Exhibit Volunteers: Assist in readying and staffing Special Exhibits such as orchid shows, live butterfly exhibits and others. These are seasonal exhibits and may involve weekends.

Time Commitment: Minimum of 8 hours per months.

Training: General Volunteer Orientation, and specialized training.

Staff Supervisor: Special Exhibit Coordinator

YOUTH EDUCATION:

Youth Education Docents: Present school outreach programs to elementary and middle-school classrooms, lead on-site field trips for school groups and participate in community school gardening projects with youth groups. Docents educate students on topics such as pollination, desert plant adaptations, how seeds grow and the many uses of desert plants. In addition, many volunteers become involved in our summer youth day camp programs.

Time Commitment: Minimum of 8 hours per month, but must be flexible; hours vary depending on the schedule and program.

Training: General Volunteer Orientation, Docent Training.

Staff Supervisor: Youth Programs Coordinator

HORTICULTURAL THERAPY:

Horticultural Therapy Docents: Volunteers work primarily with the elderly or disabled to deliver planting/propagating activities or plant crafts on a monthly basis. Some sites have outdoor gardens for their clients and Horticultural Therapy Docents assist in the maintenance of these gardens.

Time Commitment: Two hours of training per month, plus approximately two to four hours per month at the site(s) delivering the program.

Training: Docent Training preferred and Horticultural Therapy Specialized Training.

Staff Supervisor: Horticultural Therapy Coordinator

DOCENT TRAINING:

This 11-week training is required for volunteers wishing to teach children and adult programs here at the Gardens and as part of our community outreach programs. Docent training is also required for tour guides, Information Center and Plant Clinic volunteers, and educational cart volunteers. Docents must choose one of these areas of service and commit to serving at least one year of full time volunteer service in this area. If you are interested in the docent training program please indicate this on your completed application. You will be called for an interview. If you are accepted into the docent training program there is a fee of \$55.00.

Please note that the availability of positions in these areas varies widely, as do the requirements for each position.

Expectations

Full Time Gardens Volunteers shall:

- Be members of the Tucson Botanical Gardens
- Complete training that is necessary for their area(s) of service.
- Contribute an average of 8 hours per month or more (excludes Community Volunteers)
- Record volunteer hours on a monthly log sheet.
- Give accurate information and project a positive image when representing the Gardens to the public.
- Be dependable and meet all scheduled commitments.
- Agree to serve for at least one year, following completion of docent training.
- Complete at least 8 hours of continuing education (excluding travel time) per year by attending monthly volunteer meetings, field trips, and/or related classes and workshops.

Community Volunteers

Community Volunteers help with one-time, short-term or time-limited projects. These events may include, but are not limited to, The Butterfly Exhibit, Home Garden Tour, Mailing Committees, Special Events, school community service requirements, and other special projects. Community volunteers are not required to contribute the same number of hours as a full-time volunteer nor are they required to participate in continuing education training. Community Volunteers will receive temporary nametags from their event supervisor and may pick up copies of the volunteer newsletter in our volunteer office.

Volunteer Benefits

Being a Gardens' volunteer offers opportunities to develop friendships with others who have similar interests.

Full time volunteers also receive the following benefits:

- A professionally printed badge (after one month of continuous service)
- Free admission to the Gardens and certain special exhibits.
- 10% discount in the Gift Shop.
- 10% discount in the Nursery.
- Discounts on classes and lectures at the Gardens
- Special continuing education classes
- Volunteer meetings and field trips
- Monthly volunteer newsletter
- Annual catered luncheon and awards ceremony (*after one full year of service*).