

Our Mission: "To inspire understanding, appreciation and conservation of plants in gardens and natural areas and to advance a sustainable relationship between people and nature"

VOLUNTEER OPPORTUNITIES (December 2011)

Administration

Library: Assist with shelving books, checking in periodicals, labeling, typing, and filing. (*There are no openings for new volunteers at this time.*)

Prior Experience Needed: Library experience helpful

Qualifications: Ability to work with a group of people, typing, knowledge of office equipment helpful

Training: On the job

Time: Wednesdays, 9 a.m.–noon

Physical Requirements: Ability to sit, stand, bend, lift books

Volunteer Group Coordinator: Volunteer Librarian

Reception Ambassador: Greeting and directing the public, answering phone.

Prior Experience Needed: Some reception work helpful

Qualifications: Must enjoy people, be capable of handling cash, check and credit card sales; ability to multitask helpful

Training: On the Job

Time: Flexible weekdays; weekends Saturday 9:00 a.m. – 1:00 p.m. or 1:00–5:00 p.m., or Sunday 1:00–5:00 p.m.

Physical Requirements: Ability to sit for 4-hour shifts

Volunteer Group Coordinator: Reception Manager

Gift Shop: Assist visitors with sales, inventory and restocking.

Experience Needed: Sales experience is helpful

Qualifications: Ability to deal with the public

Training: On the job

Time: Flexible 2- to 3-hour shifts Monday – Friday 10:00 am – 5:00 pm; Saturday 9:00 am – 5:00 pm; Sunday 1:00– 5:00 pm

Physical Requirements: Ability to sit for shift, take merchandise from shelves

Volunteer Group Coordinator: Assistant Director for Business and Finance

Conservation

Battle Park (UNC campus): Assist in achieving overall management goals through ecological restoration projects and trail maintenance. Specific duties include eradication of invasive exotic plant populations, native plant re-introduction, habitat surveys, trail construction, and maintenance of Forest Theatre.

Prior Experience Needed: None

Qualifications: Ability to work outdoors as part of a group

Training: On the job

Time: Thursday's 9:00 a.m.–12 noon and designated Saturdays at 10:00 a.m. during the academic year. Meet in the gravel parking lot at Forest Theatre.

Physical Requirement: Ability to walk on varying terrain, kneel and work with garden implements

Volunteer Group Coordinator: Battle Park Curator

Green Dragons: (Mason Farm Biological Reserve, Coker Pinetum and Center for Plant Conservation)

Assist with the management of natural areas and conservation department activities including eradicating invasive plant species, maintaining trails, monitoring rare plants and vegetation, working with the Center for Plant Conservation collections.

Prior Experience Needed: None

Qualifications: Ability to work outside on varying terrain in a variety of conditions

Training: On the job

Time: Spring/Summer/fall: Tuesdays 9:00 a.m. – 12 noon and Wednesdays 9:00–11:00 am

Physical Requirements: Ability to walk, kneel, bend and use garden implements

Volunteer Group Coordinator: Conservation Ecologist

Piedmont Nature Trails: Assist in achieving overall management goals through ecological restoration projects and trail maintenance. Specific duties include eradication of invasive exotic plant populations, native plant re-introduction, habitat surveys, and trail construction.

Prior Experience Needed: None

Qualifications: Ability to work outdoors as part of a group

Training: On the job

Time: Seasonal and time varies

Physical Requirement: Ability to work outdoors on varying terrain, kneel, work with garden implements

Volunteer Group Coordinator: Natural Areas Curator

Wild Blues: (Penny's Bend Nature Preserve in Durham): Eradicate invasive exotic plants, stream trash removal, macro-invertebrate sampling, and monitoring of rare plant species.

Prior Experience Needed: None

Qualifications: Ability to work outside in natural areas and varying terrain

Training: On the job

Time: Weekends

Physical Requirements: Ability to walk, kneel, bend and use garden implements.

Volunteer Group Coordinator: Conservation Ecologist

Education

Tour Guides: Lead informative tours through the gardens and the education center for the general public and school groups.

Prior Experience Needed: None

Qualifications: Ability to lead tours and interact with the public. Botanical and/or environmental education knowledge helpful

Training: Tuesdays 9:30–11:30 a.m. for 25 weeks during spring & fall months

Time: Tuesdays 9:30– 11:30 a.m., and schedules for tours during the year

Physical Requirements: Must be able to stand and walk through some uneven terrain for 1 to 1 ½ hours

Volunteer Group Coordinator: Natural Science Educator

Children/Family Programs: Assist with children and family programs, special events.

Prior Experience Needed: Previous teaching or experience with children preferred

Qualifications: Ability to interact with young children

Training: Provided prior to specific program

Time: Days vary depending on program, 2 to 3 hours per session

Physical Requirements: Ability to kneel, sit on floor, walk trails/gardens for up to 1 hour

Volunteer Group Coordinator: Coordinator for Children's & Family Education

Children's Wonder Garden: Assist with children and family programs, special events.

Prior Experience Needed: Nursery or landscaping experience a plus

Qualifications: Interest in environmental education and in gardening. Ability to work outside as part of a group.

Training: On the job

Time: Wednesdays 9:00 – 11:00 a.m.

Physical Requirements: Outdoor gardening—must be able to use garden tools, bend, kneel, occasionally lift heavy items, and be outside for 2-hour periods of time in summer heat.

Volunteer Group Coordinator: Coordinator for Children's & Family Education

Nature Explorers Camp: Assist with and contribute to weekly planning and implementation of summer camp activities.

Prior Experience Needed: Experience with young children helpful.

Qualifications: Interest in environmental education. Great experience for students and junior volunteers

Training: Provided prior to specific program

Time: Weeks vary; hours in summer: 8:30 a.m. – 4:30 p.m.

Physical Requirements: Ability to kneel, sit on the floor, walk trails/gardens for up to hours at a time

Volunteer Group Coordinator: Coordinator for Children's & Family Education

Horticultural Therapy: Assist with individuals of varying ages and abilities in therapeutic horticultural therapy activities. Client groups include persons with traumatic brain injury, mental illness, memory impairment, physical disabilities.

Prior Experience: Experience working in a horticultural setting with persons with disabilities.

Background in social work, nursing, or teaching is helpful.

Qualifications: Ability to interact with individuals of all ages and varying abilities

Training: 4-week orientation and periodic training sessions

Time: Program specific

Physical Requirements: The requirements will depend on the type of opportunity offered.

Accommodations can be made to meet needs of volunteer.

Volunteer Group Coordinator: Horticultural Therapist

Publicity: Assist Staff in promoting the Garden's educational and outreach programs.

Prior Experience Needed: Photography, graphic design, experience with publicity/PR skills helpful

Qualifications: Ability with basic office software, e-mail and web applications; must have own transportation ability to travel to multi-locations

Training: On the job

Time: Flexible, in office or at home

Physical Requirements: Ability to sit, walk over uneven terrain

Volunteer Group Coordinator: Director of Education

Education Department Office Assistant: Assist with various departmental office special projects including facility use, program registrations, data entry.

Prior Experience: Office experience with computer helpful

Qualifications: Basic organizational skills; computer and data base management skills preferred; knowledge of office equipment

Training: On the job

Time: Varies, flexible

Physical requirements: Ability to stand, sit and use office equipment

Volunteer Group Coordinator: Director of Education

Exhibits: Assist with the art and educational exhibits to include hanging/removing artwork, maintenance of exhibits and sales lists, promotion.

Prior Experience: Work with exhibits/in gallery helpful

Qualifications: Excellent organizational and communication skills, ability to work with artists/educators

Training: On the job

Time: Varies

Physical Requirements: Ability to lift heavy objects and climb ladders helpful

Volunteer Group Coordinator: Director of Education

Carolina Campus Community Garden: This garden located on the UNC Campus offers produce and gardening skills workshops to low-wage workers of the UNC community. Duties include planting, weeding, watering, staking, mulching, harvesting and possible distribution of produce to needy members of the UNC/Chapel Hill community.

Prior Experience Needed: None

Qualifications: Ability to work outside as part of a group. Interest in gardening and vegetable gardening

Training: On the job

Time: Wednesdays 4:00 – 6:00 pm and Sunday 3:00 – 5:00 pm, year round

Physical requirements: Outdoor gardening. Must be able to use garden tools, bend, kneel and work in warm and/or cold weather

Horticulture

Habitats: Maintain native plant collections located in the Coastal Plain and Mountain Habitat gardens. Duties include weeding, raking, pruning, propagation, and occasional planting.

Prior Experience Needed: Nursery or landscape work helpful

Qualifications: Ability to work outside as part of a group; interest in native plants helpful but not required

Training: On the job

Time: Mondays 1:00–3:00 p.m. or Wednesdays 9:00–11:00 a.m.

Physical Requirements: Outdoor gardening: Must be able to use garden implements, bend, kneel, occasionally lift heavy items and be outside for 2-hour period of time in summer heat

Volunteer Group Coordinator: Habitat Collections Curators, Horticultural Technicians

The Editors: This group is involved with maintenance of the new gardens associated with our new Education Center. It offers great exercise and lessons in plant identification. Involves a lot of weeding!

Prior Experience Needed: Nursery or landscape work helpful

Qualifications: Ability to work outside as part of a group; interest in native plants helpful but not required

Training: On the job

Time: Thursday mornings, time dependent on weather and season

Physical Requirements: Outdoor gardening: Must be able to use garden implements, bend, kneel, occasionally lift heavy items and be outside for 2-hour period of time in summer heat

Volunteer Group Coordinator: Horticultural Technicians

Plant Propagation: Potting plants in greenhouse.

Prior Experience needed: Nursery related work is helpful

Qualifications: Ability to do detailed work and an interest in plants; ability to work as part of a group.

Training: On the job

Time: Wednesdays 9:00 am – 11:00 am; late February through early June + early Sept through mid-Nov

Physical Requirements: Ability to sit, bend

Volunteer Group Coordinator: Horticulture Technician

Seed Processing: Cleaning and sorting seeds.

Prior Experience Needed: None

Qualifications: Ability to work with small items, sit for 2-hour periods, work as part of a group

Training: On the job

Time: Wednesdays 9:00–11:00 a.m., late summer through late fall.

Physical Requirements: Ability to work with small items, sit for 2-hour periods, and work with a group

Volunteer Group Coordinator: Horticulture Technician

Herb Garden: General maintenance of herb garden grounds. Duties include raking, weeding, pruning, sweeping, transplanting and mulching.

Prior Experience Needed: Herb experience helpful

Qualifications: Ability to work outside as part of a group, interest in herbs

Training: On the job

Time: Tuesdays 9:00–11:00 a.m., early spring through late fall

Physical Requirements: Outdoor gardening. Must be able to use garden implements, bend, kneel and be outside for 2-hour period of time in heat

Volunteer Group Coordinator: Herb Garden Curator

Nursery/Greenhouse: Assist with general maintenance of the Garden's nursery facilities: work involves weeding, pruning, fertilizing, pest control, potting, general clean up and propagation.

Prior Experience Needed: Experience in nursery related work is helpful.

Qualifications: Ability to work outside as part of a group

Training: On the job

Time: Flexible but at least 2 hours per week required

Physical Requirements: Ability to tolerate summer heat, occasional lifting of heavy items and kneeling for extended periods of time

Volunteer Group Coordinator: Greenhouse and Nursery Manager

Climate Change Garden: Assist with a nationwide research project observing and recording data on when plants flower, seed, etc.

Prior Experience Needed: Computer data entry experience or experience with plants.

Qualifications: Ability to work outside independently or as part of a group. Computer experience.

Training: On the job, starting February 2012

Time: Flexible. Monitoring will take place 7 days/week, for a total of 2 to 3 hrs per week.

Physical Requirements: Ability to bend, kneel, and be outside in variable weather conditions and ability to sit to enter data into computer.

Volunteer Group Coordinators: NCBG Natural Science Educator and Conservation Ecologist.

Coker Arboretum (UNC Campus): Assist with seasonal tasks such as weeding, cutting back perennials, mulching, debris removal and trimming. *There are no openings for new volunteers at this time.*

Prior Experience Needed: None required but an interest and some experience in horticulture preferred.

Qualifications: Ability to work outside as part of a group, in variable weather

Training: On the job.

Time: Tuesdays, 2 hours mornings or afternoon, depending on seasonal weather factors.

Physical Requirements: Outdoor gardening. Must be able to use garden implements, bend, kneel and be outside in summer heat for 2-hour periods of time.

Volunteer Group Coordinator: Coker Arboretum Curator

Green Gardener Program: The Green Gardeners are special volunteers who offer help and advice to visitors, callers, and e-mailers. A 5-week training series for new Green Gardeners provides an overview of the NCBG philosophy and mission, as well as education on sustainable gardening practices in North Carolina. At the completion of the training sessions, trainees take a competency test to begin work as a Green Gardener.

Training programs are announced on the Garden website.

Prior Experience: Garden Clubs, Master Gardener experience are helpful

Qualifications: Computer skills (ability to use Internet) are required, as are the ability to interact with individuals of all ages. Knowledge of native plants of the Southeast very helpful.

Training: 5-week training program to be given periodically by the NCBG staff.

Time: 12:00–2:00 p.m., Mon, Tues, or Thurs during March–Oct; Mon – Fri during Nov–March.

Physical Requirements: Ability to sit and use computers and other reference material

Volunteer Group Coordinator: Volunteer Librarian

Herbarium

(at 401 Coker Hall on Main Campus)

Volunteers assist with preserving and filing botanical specimens in a research museum.

Prior Experience Needed: None

Qualifications: Appreciation for precise work; interest in plants, filing

Training: On the job

Time: Weekdays 9:00 a.m.–4:00 p.m. (flexible shifts)

Physical Requirements: Sitting, work with small items, ability to bend to file

Volunteer Group Coordinator: Assistant Curator of the UNC Herbarium

Maintenance

Maintenance: Assist with maintenance and repair jobs, to include garden tool repair and sharpening, garden cart repair, outdoor furniture cleaning and finishing, painting, small motor maintenance and repair.

Prior Experience Needed: Working with tools and furniture repair,, experience with small power tool motor maintenance and repair.

Qualifications: Basic Carpentry skills required; motor maintenance and repair skills required.

Training: On the job

Time: Flexible weekdays

Physical Requirements: Ability to lift heavy objects, stand, kneel and use garden and maintenance tools. Ability to hold and carry small power tools.

Volunteer Group Coordinator: Horticultural Technician

Vegetable Garden:

Prior Experience Needed: Nursery or vegetable gardening experience is helpful

Qualifications: Interest in vegetable gardening. Ability to work outside, independently or in a group.

Training: On the job

Time: Flexible, 2 hours per week

Physical Requirements: Outdoor gardening. Must be able to use garden tools, bend, kneel and be outside for 2-hour time periods in fluctuating weather conditions.

Volunteer Group Coordinator: Coordinator for Children's & Family Education

