

**Plant Arbor Assistant
Plant Collections
San Francisco Botanical Garden**



Supervisor:

Corey Barnes
Cbarnes@sfbg.org
415-661-1316 x 411

POSITION SUMMARY:

The Plant Arbor, located next to the Bookstore, is where we sell plants propagated by volunteers and staff in the Garden's nursery. Many of the unique plants offered here can be found in the Garden! The Plant Arbor assistant will help care for both plants and visitors seeking the perfect souvenir to bring home from the Garden.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Arrange plants on display, ensuring that all plants are clearly labeled and priced
- Assist and advise visitors on plant selection
- Maintain plants (water, weed) and ensure high quality specimens are available
- Demonstrate respect for plant and animal life in the Garden

QUALIFICATIONS:

- Completion of 2 hour on-site orientation
- Commitment to a weekly or biweekly shift of 3 hours
- Prior gardening and/or nursery is helpful!
- Minimum commitment of 6 months

REQUIRED SKILLS/KNOWLEDGE/ABILITIES:

- Enthusiasm for meeting and working with the public
- Some plant knowledge, or desire to gain plant knowledge
- Active learners!
- Reliability- we expect that you'll show up for scheduled shifts and that if you have a conflict you will notify the supervisor in advance

TRAINING

Plant Arbor volunteers will be given an orientation of the Nursery and the Plant Arbor, lasting up to 2 hours. Training will be scheduled directly with the Plant Arbor supervisor.

San Francisco Botanical Garden is an Equal Opportunity Employer and welcomes applications from individuals who will contribute to its diversity.

San Francisco Botanical Garden is a non-smoking facility. Smoking is also prohibited in Golden Gate Park.

Training will include a review of plant quality standards, check-out procedure, resources for common customer questions, and scheduling/sign-in protocol.

Volunteers are also invited to attend continuing education events at the Garden to support further learning about the plants in our collection, including volunteering at the Nursery or with the Green Team, and attending lectures and tours when offered.

For questions about becoming a volunteer, please contact our Volunteer Services Manager:

Chloe Wieland

cwieland@sfbg.org

415-661-1316 x 400

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