

## Parks—Natural Resources

### VOLUNTEER POSITION DESCRIPTION

**Position Title:** Greenhouse Assistant

**Goals of Position:** With 600 hanging baskets, 220,000 square feet of gardens and over 150 planters to plant and maintain, Saint Paul Parks and Recreation's gardening team simply can't do it alone. Greenhouse assistants are individuals who work closely with gardening staff to help grow and care for plants at the Como Operations greenhouse facility. Plants and flowers used in Saint Paul's parks and streetscapes are more sustainable when grown on-site in the greenhouse. This saves valuable resources, as shipping and transport modes are reduced.

**Location:** Como Operations greenhouse facility, 1100 Hamline Ave. N., Saint Paul, 55108. Parking is available directly adjacent to the greenhouse.

**Hours:** Volunteers create their own schedule with the gardening staff in accordance with the recommendations below and are required to track and log hours once per month or as needed.

March through May (greenhouse season): minimum of 2-4 hours per week, any day M-F between 8 am and 3 pm. Summer and fall: other gardening volunteer opportunities outside the greenhouse may be available, if interested.

**Impact:** Greenhouse volunteers greatly increase our capacity to grow more of our own plants and become more sustainable. Greenhouse assistants directly enhance the beauty and vibrancy of Saint Paul's public spaces. They help grow the lush and colorful landscape elements that create a more attractive, safe, and welcoming Saint Paul. Your volunteer efforts help generate pride in our parks and demonstrate a commitment to your community.

#### Benefits to Volunteer:

- Gratifying volunteer work—see and enjoy the impact of your volunteer efforts.
- Learn about and gain horticulture skills.
- Flexible scheduling—set your own volunteer schedule and work independently.
- Enrich, beautify, and take pride in your local community.
- Get outdoors, get fresh air and exercise.

#### Major responsibilities:

- Grow plants from seeds and plugs for gardens throughout Saint Paul.
- Transplant and propagate plants and flowers.
- Assist in maintaining displays outside of greenhouse.
- Maintain greenhouse materials such as compost, soil, and pots.
- Potting, watering, and seeding flats.

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#### Qualifications:

- Some experience in gardening with interest in learning horticulture.
- Ability to work independently without supervision.
- Physically able to do manual work of light to moderate intensity.
- Volunteer must be 18 years or older or have signed permission from guardian.
- Ability to volunteer during regular daytime work hours M-F (details below).

#### Preferred Qualifications

- Background and/or experience in horticulture, agriculture, greenhouse, nursery.

**Time Commitment:** Must commit to full greenhouse season of March through May.

**Submitting Reports and Hours:** Greenhouse Assistants track their hours through [VicNet](#) or submit a monthly report to the Volunteer Coordinator that informs staff of work completed and hours logged. This is a critical element of the success of the volunteer program. *Every reportable hour of volunteer time we can*

*log and report helps the City obtain funding to maintain and improve our parks and natural area and helps us continue to evaluate and improve the volunteer program.*

**Supervisor**

Direct (on-site) supervisor is the Lead Landscaper. Overall volunteer program supervisor is the Volunteer Coordinator for Saint Paul Natural Resources. Volunteers contact the direct supervisor for questions pertaining to on-site/field work and scheduling, and they contact the Volunteer Coordinator for questions regarding the volunteer program.

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**To apply, please submit an online application [here](#).**

**Questions?**

Ryanna Jackson, Volunteer Coordinator

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