

**Volunteer Job Description**  
Rookery Bay NERR Volunteer Program

**Job Title:** Environmental Learning Center Grounds keeper

**Supervisor(s):** Volunteer Coordinator, Facilities Manager

**Location:** Outside the Environmental Learning Center

**Project Duration:** Ongoing Hours / Week: 4 Hours/ Month: 20

**Description of Duties:**

Volunteer is responsible for general maintenance of the grounds around the

Environmental Learning Center and parking area. Specific duties include:

- Pruning and weeding of areas around the Learning Center and parking lot
- Planting and seeding of specific areas
- Spreading and raking mulch
- Spraying of herbicides (supervised by staff)
- General gardening duties that might include raking, pulling weeds, digging up exotic vegetation, and pulling vines from trees
- Maintenance of general grounds to include painting of signs and kiosks
- Miscellaneous duties as directed by ELC management and associated with grounds keeping

**Benefits to volunteer:**

- Increased knowledge of native plants and exotic vegetation
- Personal satisfaction in doing an enjoyable activity
- Sharing rewarding experiences
- Developing working relationships with staff and new friends
- Personal satisfaction in contributing to the success of a NERR

**Goal/Outcomes of Job:**

- Maintain an attractive and inviting entrance to Rookery Bay ELC, with successful control of exotic vegetation, and healthy grounds

**Knowledge/ Skills/Experience Desired:**

- Knowledge of native plants and exotic vegetation
- Ability to lift 40 lbs
- Gardening skills are helpful but not necessary

**Special Requirements:**

Volunteer will receive training on the job. This position will require working outside and some physical ability will be required. Professionalism, reliability, and trustworthiness will be required.