

# Volunteer Description

## Open Gardens Coordinator North (2 to 4 positions)

**Role:** Recruit and support hosts for Open Gardens events

**Reports to:** Volunteer Coordinator

### Skills:

- Good telephone skills
- Gentle persuasion
- Driver's license/vehicle to preview gardens
- Comfortable meeting new people
- Keen interest in many types of garden styles

**Time Commitment:** 15 hours per month during the winter recruiting hosts. During summer, time to confirm and follow up with hosts.

### Responsibilities:

- Work with other Open Gardens coordinators and Society Volunteer Coordinator
- Recruit 3–4 garden hosts for each tour date (note: Open Gardens are scheduled in 2020 for Sundays, June 7, July 5 and 19, and August 9 from noon until 4 pm)
- Visit potential gardens to determine if they are suitable (note: approx. 100 members visit a garden over the 4 hour tour; paths, fences etc. should be stable; tripping hazard should be marked)
- Provide host name, address, garden description and photo for event promotion (note: This information should be entered in an online form hosted on the Society's website. The information needs to be available to the Managing Editor of *Calgary Gardening* by the first of the month prior to the Open Gardens event date to be published in the magazine).
- Ensure that the Society's Open Gardens sign is provided to host before the event and picked up from the host after the event.
- Prepare a log of potential hosts and provide log to the Society
- Send a thank you note to each host after the event

### Training:

- Provided by previous Open Gardens coordinator/Society staff

### Rewards:

- Networking with other gardeners
- Opportunity to visit beautiful and interesting Calgary and gardens