

	Subject:	No. of Pages:	Effective Date:
	Job Description – Garden Volunteer	2	March 8, 2023
	Type: Volunteer	Version #: 1	Approved: March 8, 2023.
	Finalized/Approved Revision New	March 8, 2023	<u>Executive Director</u> Individual/Department

Garden Volunteer

Position Summary

The garden volunteer provides a relaxing and calming environment as you arrive at the hospice. Garden duties include but are not limited to greeting any visitors and/or residents, maintaining the upkeep of the gardens by seasonal clean-up to pruning, planting, watering, some weeding as well as being creative with perennial and annuals when planting. You are also required to keep our wonderful wildlife fed for some tranquility for our residents and all who visit.

Reports to: Volunteer Coordinator

Position Requirements:

Requirements:

- 4 hours per month **for a minimum of 1 year** or as assigned.
- Notice of two weeks is required prior to resignation.
- Notify your team leader and Volunteer Coordinator of any time off/vacation requests, providing a notice of a minimum of 2 weeks.
- Required to have at least 2 Covid-19 vaccinations.
- An up-to-date police records check for vulnerable sector.

Skills/Abilities:

- Demonstrates ability for empathy, compassion, confidentiality, and active listening skills.
- Ability to work independently, exercise sound judgement, as well as adhere to policies and procedures.
- Demonstrates commitment to teamwork with an ability to work effectively with others.
- Follow all and any direction by the Volunteer Coordinator or from another manager that keeps within Hospice Renfrew's vision, mission, and values.

Key Areas of Responsibility

- Always adhere to the Hospice's volunteer engagement policies and procedures.
- Ability to do some light lifting and some labor-intense gardening work.
- Can work under different/difficult weather conditions.
- The ability to know where to plant certain plants for them to thrive and grow their best.
- Maintain healthy plants during spring, summer and fall months with continued watering and pruning.
- Assist other garden volunteers with feeding the wildlife – deer, birds, etc.
- Can be trusted to purchase plants, or planters for hospice during planting season.
- Responsible for reporting to team lead and coordinator with any needs that can benefit the working environment.
- Collect all the necessary supplies for our Thanksgiving decorations outdoors as well as greenery for our Christmas garland outdoors.
- Sort through Christmas lights and decorations for both outdoors and indoors to see what needs to be replaced and able to put up the lights during the Christmas season.
- Feels comfortable in the occasional climbing of ladders no more than 4 ft off the ground.
- Comfortable with gardening tools and the proper use of them.
- Able to follow directions given by fellow garden volunteers and management.

Key Relationships and Interactions

Direct

- Volunteer Coordinator

Indirect

- Executive Director
- Clinical Service Coordinator

Training

- Hospice Palliative Care of Ontario online training.
- In person with proper body mechanics.
- Volunteer Engagement Policies and Procedures.
- Volunteer Handbook.
- Infection Prevention and Control Training.
- GHS (Global Harmonized System) Training.
- Workplace Violence and Harassment Training.
- Fire Extinguisher Training.