

LAKEWOLD GARDENS

Volunteer Position Description Certified Garden Shop Volunteer

- Position Title:** Garden & Nursery Shop Assistant – volunteer status
- Location and times:** Work to be performed at Lakewold Gardens: 12317 Gravelly Lake Dr. S.W., Lakewood, WA 98499. Work is primarily on Fridays, Saturdays and Sundays between 10am and 4pm. This position also works during MayFest and the Beautiful Tables Showcase in October.
- Key Responsibilities:** Welcoming guests to Lakewold: This volunteer opportunity includes orienting visitors for their self-guided tours and collecting admissions payment. The person in this position helps out in the garden shop and nursery, assisting with plant, garden tools and gift sales using cash register as well as behind the scenes inventory and plant care. Another aspect of the position is acquiring and recording information from visitors for tourist tracking. If you enjoy working with the public, this is a great volunteer opportunity.
- Qualifications:** Must enjoy and perform excellent customer service. Must be willing to learn simple payment transactions. Knowledge of basic Lakewold Garden's history, prized plants, offerings, and general gardening know-how is beneficial.
- Time Commitment:** Shifts are for 3 hours, with an ongoing commitment of two shifts each month. Availability for one shift is required during Lakewold's MayFest and Beautiful Tables events.
- Training/Support Provided:** Two 2 ½ hour training sessions are provided for volunteers to attain status as a Certified Garden Shop Volunteer. Trainings are offered in February and March, and include familiarization with the grounds, admissions, visitor services, using cash register for garden shop sales, procedures, inventory and plant maintenance.
- Benefits:** An individual membership is given after completion of 15 volunteer hours, annually, including a 10% discount in the Garden Shop and nursery. An annual Picnic with Purpose is held in August to recognize the efforts of volunteers.
- Volunteer Manager:** Cora Wells
Phone and e-mail: 253-584-4106 x106; cwells@lakewoldgardens.org
- Visitor Services Manager:** Diane Thomas
Phone and e-mail: 253-584-4106 x100; dthomas@lakewoldgardens.org
- Program Website:** www.lakewoldgardens.org/volunteering
- Mission Statement:** To preserve and enhance Lakewold Gardens as a historic estate garden of world class distinction, offering each visitor an inspirational experience through growth and learning in a profoundly unique setting.