

ALBANY UU SERVICE OPPORTUNITY DESCRIPTION

Service Opportunity Name/Title: Garden Team Coordinator

Service Opportunity Brief Description: The Garden Team is responsible for maintaining the beautiful gardens around Albany UU. The Coordinator is responsible for scheduling the garden maintenance events and the volunteers that work in the gardens.

Service Opportunity Detailed Description:

Maintaining green space around Albany UU in an attractive manner helps to make our facility an inviting space not only to members and friends but also to neighbors and passersby. For summer garden maintenance, volunteers sign up for a particular week, or weeks.

Over the summer, the Coordinator monitors signups at our website home page www.members.albanyuu.org (click on "Gardening at Albany UU") to make sure enough volunteers sign up each week. The Coordinator sends notices to the gardener email list when signups are insufficient or if special information needs to be shared. For example, during periods of extreme dryness when watering is necessary, the Coordinator will send out the combination to the garden shed on West Street where garden supplies are kept.

The previous Coordinator has found that scheduling the Spring and Fall garden cleanups is quite easy using an online scheduler such as agreeAdate.com or doodle.com. If more garden volunteers are needed, gardening opportunities can be shared with the Albany UU community through announcements in the Sunday Order of Service, the Weekly Preview, the monthly newsletter Windows, and once a year by staffing a table at the annual Get Connected Activity Fair. In the past, no meetings of the committee have been held; it is up to the Coordinator to decide whether any meetings are needed.

Length of Service Commitment: May - Oct, plus Activity Fair one Sunday in February

This opportunity will enable you to learn more about gardening, a skill you can apply at home or other similar places. In addition, you will enjoy a sense of pride as you personally see the difference our efforts make in ensuring that we are a visually welcoming place in the city of Albany. You will also get to know the members of the Albany UU community that enjoy working outdoors, maintaining a continuation of blooms around our buildings. Plants contribute positively to our environment and many of those that surround our building are native species.

Skills Needed: The Coordinator should have basic computer skills: sending and receiving emails, use of Microsoft Word, and access to a computer to sign into the Albany UU web site to monitor volunteer signups.

Training, assistance, and safety requirements: The outgoing coordinator, Paula Moskowitz, will continue to volunteer to help maintain the gardens, and is available to mentor the new coordinator.

Number of positions available: 1

Key words: computer skills