Volunteer Position Description  
Facilities Department

Title:
Gardening and Plants Manager

Major Objective:
Provides sanctuary garden cultivation and management of living plant collections, with a focus on narrative Hawaiian plants. Monitors and maintains plant health through care and propagations. Additionally, provides optimum plant nutrition and protections from pests and invasive species.

Responsibilities:
1. Maintains plant health through care and propagation of native Hawaiian plants.
2. Manages invasive species including plants and trees around the sanctuary property.
3. Communicates regularly with the Director of Facilities regarding shared maintenance of landscaped areas that include food plants.
4. Seeks opportunities to advance visitability of the plants such as education programs, guided tours, and develop educational programs surrounding native and invasive plants.
5. Works with team to resolve volunteer questions or concerns. If outside help is needed, seeks assistance from team members to ensure all needs are met.
6. Regularly checks and responds to all incoming emails, calls, texts, and Slack messages within 72 hours (except during time off or extenuating circumstances). Urgent matters are addressed immediately, generally within 24 hours.

Supervises:
- Gardening and Plants Volunteers

Collaborates With:
- Director of Facilities
- Aesthetics Manager
- Special Projects Manager
- Sanctuary Directors and Leadership

Qualifications:
- 18 years of age or older
- Minimum high school education or equivalent (e.g., GED)
- Basic computer competency (e.g., Excel, Word, etc.)
- Excellent communication and organizational skills
- Must be a team player
- Has an eye for detail and gardening
- Leadership experience (1-2 years preferred, but not required)
- Knowledge of Native Hawaiian plants, plant propagation, and morticultural management (1-2 years preferred, but not required)
- Familiarity with plant nutrition and pest control, endangered species, and invasive species (1-2 youres preferred, but not required)
- Experience working with and leading volunteers and/or volunteer groups (1-2 years preferred)
- Volunteer experience with Aloha Animal Sanctuary (preferred, but not required)

Training:
- General Volunteer Orientation
- Animal Safety Training

Time and Place:
On-site work at the Aloha Animal Sanctuary property. Flexible schedule, ensuring all role needs are met.

Commitment:
- Overall time commitment: 2-6 hours per week

Physical Requirements:
The physical demands described are representative of those that must be met by a volunteer to successfully perform the essential functions of this position.

Working conditions:
Must be willing to use insecticides and herbicides, when necessary, including wearing PPE which can be uncomfortable.

Supervision:
Direct supervision by Director of Facilities; indirect supervision by Executive Director and Board of Directors.

Benefits:
1. Develop skills such as volunteer management, leadership communication, collaboration, decision-making, and coaching.
2. Great opportunity to develop your resume.
3. Create relationships with like-minded individuals through partnership in the sanctuary community.
4. Spending time with our furry and feathered residents.
5. Appreciation events and activities throughout the year.
6. Discount on Aloha Animal Sanctuary merchandise.