

Brookside Gardens



VOLUNTEER JOB DESCRIPTION

ADULT EDUCATION ASSISTANT

LOCATION: Brookside Gardens, 1500 Glenallan Avenue, Wheaton, MD 20902-1369

NEED: Volunteers to provide assistance for selected adult education programs scheduled throughout the year.

JOB DESCRIPTION: As an Adult Education Assistant, the volunteer will provide assistance to the Adult Education Department, which furnishes programs, workshops, and tours to the general public at Brookside Gardens' 50-acre display garden.

DUTIES AND RESPONSIBILITIES:

- * Assist with programs and workshops, including but not limited to:
 - Class setup, and copying handouts when needed
 - Greeting the instructor/s
 - Checking registrants into class
 - Occasionally introducing speaker/s
 - Occasionally set up and assist with operating AV equipment (training provided)
 - Collect course evaluations
 - Assist with clean up

QUALIFICATIONS AND REQUIREMENTS:

- * Ability to work well with people, listen, and follow detailed instructions
- * Ability to complete tasks with minor supervision
- * Mature and responsible work attitude
- * Reliable and organized work habits
- * Previous experience in office environment desirable
- * Appreciation of gardening and horticulture beneficial
- * Minimum age of 21 years
- * Ability to work a flexible schedule, weekdays, weekends, or evenings as needed
- * Ability to arrive one hour before and remain 30 minutes after scheduled class time
- * Ability to monitor 3 or more classes per season

TRAINING: Training will be provided on the job.

COMMENTS: For more information, call 301-962-1429, or email MCP-GardenVolunteer@mncppc-mc.org.

Updated 12/07