

*Prescott*  *Farm*  
Environmental Education Center

**Title:** The Thyme Manager (Lead Volunteer)

**Description:** This lead volunteer is responsible for all Garden volunteers with regards to communication, scheduling, and basic management. They are directly supported by the Volunteer Coordinator and fellow Lead Volunteers. They help accomplish Prescott Farms mission by aiding the volunteers through basic management so that they can maintain the gardens that visitors enjoy learning from.

**Time needed:**

**Commitment:** 2-3 hours each week for assisting volunteers and regular garden duties

**Duration:** February through October

**Days:** Once a week, Days are flexible and changeable

**Time:** Must be available in person or digitally to host and/or attend meetings.

**Tasks and Responsibilities:** Managing volunteers in the Leeks & Learning, Heriloomers, and Perennial Pals teams. Maintaining a positive volunteer culture, Emailing, monitoring a Facebook page, meeting, providing feedback from volunteers to Volunteer Coordinator and vice versa, cultivating team building and team work, scheduling, planning, general management, support their fellow volunteer and lead volunteers.

**Qualifications:** Experience in management and basic gardening. Good communication and people skills. The ability to do garden work which includes the ability to lift 30lbs, bend over, crouch, crawl, work outside, and walk on uneven surfaces without assistance.

**Training:** Lead volunteers will be trained by the Volunteer Coordinator and attend a relevant Service Learning Opportunity. Other trainings may be provided as needed.

**Safety:** Volunteers will be working outside so it is necessary them to bring clothes appropriate for the weather. Bug repellent and sunscreen and/or sun hat are also suggested. Gloves are suggested when working with prickly or rough vegetation.

**Worksite:** Online, Learning Garden, Heritage Garden, & Perennial Garden.

**Special Projects:** Special projects relating to the Learning Garden and Prescott Farm's mission may be available.