

THE BLOEDEL RESERVE

Volunteer Job Descriptions

The Bloedel Reserve has been open to the public since October 16, 1988. The gardens and Visitor Center are open to the public Tuesday through Sunday from 10:00 am to 4:00 pm, and until 7:00pm Tuesday through Saturday in June, July and August. The Reserve is open additional hours on a limited basis for special events. Key to the successful operation of the facility is a committed, well-trained and enthusiastic volunteer staff serving in the following areas.

1) Docent-Tour Guide

Take groups of 7 to 20 visitors through the gardens on well-defined paths. Offer information in a conversational manner about the history of the Reserve, development of the various garden areas, and be knowledgeable about horticultural information. Special training for curriculum supported children's tours is available.

Time commitment: Up to 3 hours per tour; be available for tours throughout the year and in variable weather conditions.

2) Docent-Visitor Center (main house overlooking Puget Sound)

Staff the reception desk, be available to show visitors through the main floor of the Visitor Center, explain the history of the house and furnishings, the guiding principles of Prentice Bloedel, ability to direct people to garden areas and help with some basic identification of major trees and plants. Answer the telephone and route incoming telephone calls. Assist visitors with locating books in the extensive (1,400 books) Library.

Time commitment: 3 hours per shift, two to four times a month. (September - May: 10-1 or 1-4, Tuesday - Sunday; June-August: 10-1, 1-4, or 4-7 Tuesday - Saturday, 10-1, and 1 - 4 Sunday.

3) Guest Relations Assistant

Work with the Guest Relations staff to admit guests through the Gate House, orient visitors to the garden, answer telephones, enter guest information in computer.

Time commitment: 11am - 3:00 pm, Tuesday - Sunday, September - May; 10am - 1pm or 1 - 6pm, June - August.

4) Docent-Host

Assist with set up for concerts, lectures, evening walks, other special events, service and clean up of refreshments. Ability to provide information about the garden and structures. *Must be a docent, tour guide or gate assistant to qualify for this job in order to assist and attend events.*

Time commitment: varies - afternoons and evenings; late winter/early spring, summer.

5) Horticultural Helpers

Work under the direct supervision of The Bloedel Reserve horticulturists. Basic garden maintenance - weeding, minor pruning, mulching, propagation, etc. on grounds of the Reserve. (coordinates with the Director of Horticulture.)

Time commitment: At least 3 hours per shift (morning/afternoon) once a week, or twice a month. A four hour commitment is ideal.

6) Floral Display and Cutting Garden

Assist the Floral Department with creating floral displays for the Visitor Center, Gate House and for special events or maintain the Cutting Garden under the supervision of the Floral Display Manager. Must be able to endure all weather conditions to obtain and prepare plant materials for displays.

Time commitment: Varies substantially from weekly to several days in a row for special events.

7) Office Assistance

Provide clerical support for administrative staff on a regular weekly, or an as needed special event basis.

Volunteer Staff will be expected to participate in formal training sessions and on-the-job training with experienced volunteers, and to fill out appropriate forms. For additional information, please call Terry Samilson, Volunteer and Tour Coordinator, at (206) 842-7631 or email tsamilson@bloedelreserve.org.

Application Date _____

THE BLOEDEL RESERVE VOLUNTEER APPLICATION

Name _____ Home Phone _____ Work Phone _____
Last First

Cell Phone _____
Address _____ City _____ Zip _____

Email _____ 1st Emergency Contact & Phone #: _____

2nd Emergency Contact & Phone #: _____ Doctor's Name _____

Doctor's Phone # _____

POSITION INTERESTED IN: (check all that apply)

| | | | | | | | |
|-------------------------------------|--|---|--|---|--|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> TOUR GUIDE | <input type="checkbox"/> VISITOR CENTER DOCENT | <input type="checkbox"/> GUEST RELATIONS ASSISTANT (Gate House) | <input type="checkbox"/> HOST (Eves. & Weekends) | <input type="checkbox"/> Horticultural Helpers (Wed. or Fri.) | <input type="checkbox"/> FLORAL DISPLAY + CUTTING GARDEN | <input type="checkbox"/> OFFICE HELP | <input type="checkbox"/> PLANT SALE |
|-------------------------------------|--|---|--|---|--|--------------------------------------|-------------------------------------|

TIMES AVAILABLE: (check all that apply)

| | TUES | WED | THU | FRI | SAT | SUN | FEDERAL HOLIDAYS |
|------------|------|-----|-----|-----|-----|-----|------------------|
| 10am - 1pm | | | | | | | |
| 1pm - 4pm | | | | | | | |
| 4pm - 7pm | | | | | | | |
| Evenings | | | | | | | |

Are you currently a member of The Bloedel Reserve? YES NO

How did you learn about our volunteer program? _____

Briefly describe your work experience _____

List education, training, work or volunteer experience that directly relate to volunteering at The Bloedel Reserve:

List two references: (name and telephone number)

(1) _____

(2) _____

If accepted into this program, I agree to abide by The Bloedel Reserve expectations, to fulfill the requirements of the training period, and to volunteer on a regularly scheduled basis.

Signed _____ Date _____

FOR BLOEDEL RESERVE USE ONLY

Initial Meeting Date _____ Orientation Tour Date _____ Placement Date _____

Name Tag Given _____ Assigned Areas _____

Google Contacts Emergency Contact List Contact Lists Photo Roster

THE BLOEDEL RESERVE

Service Agreement for Registered Volunteers

The Bloedel Reserve (called the "Reserve" herein) and _____
(called the "Volunteer" herein) agree as follows.

1. The Reserve shall:
 - a. Provide the Volunteer with such training, supervision, staff support, work space and materials as the Reserve deems necessary to enable the Volunteer to perform his/her donated support services;
 - b. Provide the Volunteer \$10,000 accident and medical insurance for personal injury (at no cost to the Volunteer) for any claims arising out of the Volunteer's service as a Registered Volunteer while on the Bloedel Reserve premises. This coverage shall not apply to the Volunteer's use of automobiles; furthermore, it is secondary to any other insurance the Volunteer may have.
2. The Volunteer shall:
 - a. Provide Volunteer services as shall be mutually agreed.
 - b. Abide by and conform to Reserve policies relative to appearance, discipline, attendance and caliber of work and Reserve written and oral directives;
 - c. Notify the Reserve when circumstances dictate termination of his/her volunteer services if prior to the date agreed upon in Section 3;
 - d. Indemnify the Reserve for and hold the Reserve free and harmless from all costs, claims, losses, liability and expenses, including attorneys' fees, arising out of any damage, loss or injury which may occur to or be suffered by the Volunteer by reason of activities arising out of this Agreement.
3. Volunteers may not smoke, or use illegal drugs on The Bloedel Reserve grounds.
4. This Agreement will be terminated: (check one)
 - a. _____ Upon conclusion of the program (or project).
 - b. _____ Upon 10-day written notice of either party to the other.

I have read and understand this agreement.

Dated this _____ day of _____, _____.

THE BLOEDEL RESERVE: by _____

VOLUNTEER: _____
signature print name

address phone