



## Volunteer Description

<b>Title:</b> Garden Volunteer – FRIDAY
<b>Reports to:</b> Garden Manager
Volunteer
Volunteer Positions Available: 20-30

### **SUMMARY:**

Sunflower Hill is a nonprofit focused on creating spaces and places where adults with developmental disabilities thrive. Sunflower Hill at Irby Ranch is the organization's first affordable, independent living community for adults with developmental disabilities. Sunflower Hill also provides in-person and virtual life skills and enrichment programs at both Irby Ranch and the Sunflower Hill Garden, located in Livermore, CA. The organization is growing quickly and it's an exciting time to get involved!

Volunteering in the Sunflower Hill Garden and taking direction from the Garden Manager, the Garden Volunteer will be responsible for assisting in weekly maintenance and upkeep tasks important for successful food growth; enabling weekly program participant interaction as well as on-going and robust food donations to local organizations feeding vulnerable populations. Tasks may include planting, pruning, harvesting, sorting, washing, prepping and storing fresh produce, weed management, preparing garden beds, mulching walk spaces, and other landscape maintenance and cleanup. Training and ongoing support will be provided.

### **ESSENTIAL FUNCTIONS:**

The essential functions listed below are general examples and not a description of comprehensive duties. Specific duties and responsibilities may vary depending on program needs without changing nature or scope of this position or level of responsibility. May be asked to perform other duties as assigned.

- Assist with growing food: may include planting seeds for greenhouse growth, transplanting or direct sowing to fields, pruning, and watering.
- Assist with preparing food donations: harvesting, sorting, weighing/recording, washing (when directed), packaging for pick-up, and storing.

- Help maintain a safe and thriving garden space: weeding, mulching, plant bed preparation, and composting.
- Proper tool handling as well as following proper planting and harvest methods is required.
- Assist with maintaining organization and sanitation of field tools and harvest supplies, including end-of-shift clean up.
- Complete any other tasks as assigned.

## **SCHEDULE**

- Volunteer commitment of one (1) time per month for six (6) months
- Volunteer shift available: Friday mornings, three (3) hours a day (9am – 12pm), check-in begins at 8:50am.

## **VOLUNTEER QUALIFICATIONS**

### **Experience**

- No garden experience or training necessary, but basic garden exposure, including use of common hand tools and/or operation, maintenance of standard power tools is beneficial.

### **Licensure and Other Requirements**

- Ability to pass background check
- Completion of Volunteer and Covid-19 waivers
- Must be 18 years or older, or age 16-17 accompanied by a parent/guardian who apply separately

### **Knowledge, Skills and Ability**

The ideal volunteer will have some of the attributes outlined below, but we are willing to train someone who has the right desire to learn the operations of a commercial kitchen.

- Exhibit ability to follow instructions, work within a team and also independently, be organized, clean, and display an attention to detail.
- Flexibility to accomplish the important tasks of the day, with ability to change plans as needed.
- Follow all policies and procedures as explained during training and orientation.
- Comfortable asking questions to understand tasks and procedures.
- Comfortable upholding values of dignity, empowerment, and respect with garden staff and volunteers at all times.

## **PHYSICAL REQUIREMENT/WORKING CONDITIONS:**

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this volunteer internship. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to lift 25 pounds on a regular basis

- Ability to safely traverse uneven terrain and frequently lift, bend, kneel, stretch, stand, and twist throughout shift. Sit-down tasks may be assigned, but are not the norm.
- Ability to work outdoors in all types of weather conditions, including hot, cold, wet, and wind.
- Ability to work in a moderately noisy outdoor environment with interruptions.

### Equal Opportunity Employer

Sunflower Hill strongly values diversity and is committed to equal opportunity and non-discrimination in all of its policies and practices, including the area of employment and volunteering. Accordingly, Sunflower Hill does not discriminate against any person on the basis of race, color, sex, sexual orientation or gender identity and/or expression, religion, age, national or ethnic origin, political beliefs, marital status, medical condition, genetic information, veteran status or disability, or the perception of any of the above. People of all genders, members of all racial and ethnic groups, people with disabilities, and veterans are encouraged to apply. Qualified applicants with criminal convictions will be considered after an individualized assessment of the conviction and the job or volunteer requirements.

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*By signing below, I have read and understand the volunteer outline as listed on this job description.*

Volunteer Name: \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sunflower Hill Staff: \_\_\_\_\_ Date: \_\_\_\_\_