

Volunteer University of Illinois Arboretum

Volunteers assist full-time staff, part-time staff, and other volunteers in the implementation of Arboretum programs, maintenance, development or clerical services.

Supervision

Volunteers work with Arboretum personnel and other volunteers and are responsible to an Arboretum staff person or volunteer leader.

Opportunities

- 1) Spring – flower planting and care, weeding, mulching, general woody and perennial plant care, and pond restoration.
- 2) Summer – flower bed care, mulching, general plant care, and pond restoration.
- 3) Autumn – flower planting and care, winterizing the specialized gardens, and pond restoration.
- 4) Winter – *or any season*, there are specialized volunteer opportunities – please let us know if you have a particular interest or skill with computers, database development and management, GIS, office skills, design, or other interests you believe would be of benefit to the Arboretum. We would enjoy exploring options for you to enhance this wonderful public resource.

Requests of Volunteers

- 1) Arrive at assigned site 15 minutes before designated time.
- 2) Notify your supervisor or the volunteer manger if you will be absent as far in advance as possible.
- 3) Assist staff with a positive and enthusiastic attitude.
- 4) Interact in a positive way with other volunteers, program participants and the general public.
- 5) Work safely and help to ensure the safety of participants and volunteers.
- 6) Assist in keeping supplies and equipment in good order and working condition.
- 7) Immediately notify staff of anyone in need of first aid.
- 8) Report all accidents or incidents to staff as soon as possible.

Minimum Qualifications

- 1) Must be at least 18 years of age.
- 2) Ability to work well with others and follow directions.
- 3) Physically able and willing to use basic hand tools.
- 4) Attend volunteer training.

Training

Volunteers will receive pre-service training and orientation and regular in-service training in groups or on a one-on-one basis.

Volunteer Guidelines

Definition of a Volunteer

An individual who offers to provide a service of his or her own free will and initiative from which there is no expectation of financial compensation.

Placement

Placement does not always depend upon your amount of skill or expertise, but sometimes depends upon your willingness to learn and the amount of time that you can commit. Volunteer service may not begin until you have completed the Interest Form and met with an Arboretum staff person.

Commitment

Volunteering should be fun and time frames must be comfortable for you and your supervisor. Your commitment is vital to the success of special projects – if you are unable to work during your scheduled hours, please notify your supervisor as soon as possible.

Suggestions/Comments

We welcome your ideas and comments about new projects or programs. The Arboretum is regulated by University policy and procedures, and governed by a board of advisors and advisory committee members. We encourage you to provide suggestions to your immediate supervisor for consideration by the governing committees.

Public Interaction

We want the visitor experience to be a positive one and you represent the Arboretum and the University when you interact with the public. Being courteous and helpful is an important part of your volunteer experience. If someone asks you a question that you don't know how to answer, ask for their name and phone or e-mail to get back to them. Please provide this information along with the question and an Arboretum staff person will follow up as appropriate.

Equipment

Equipment will be provided to you. It is your responsibility to return the equipment to storage upon completing your volunteer experience. We ask that you report any problems or equipment in need of repair.