



# Volunteer Opportunities

## Greeter

Greeters are responsible for making our visitors feel welcome. They are people who love interacting with the public, answering questions about Gardens of the Fox Cities and the community, and answering telephone calls. Greeters need to be familiar with membership guidelines in case of inquiries about becoming a member or renewing a membership.

Greeters are asked to attend instructional training before beginning work at the greeter desk. Training will include expectations on how to greet visitors, answer phones, provide proper information and process membership and program inquiries.

## Special Events

Volunteers with only limited time to give, find that special events allow them to be involved at the Gardens. The main events at the Gardens are the Heirloom Plant Sale in May, and Garden Harvest dinner in August. These events are important fundraising events for the Gardens.

## Internships

Internship opportunities are posted on our website at: [www.gardensfoxcities.org](http://www.gardensfoxcities.org) under Staff & Board/Employment Opportunities. Internships generally begin mid-May and end in mid-August.



Gardens of the Fox Cities is a 38 acre public garden and has been open as a horticultural and recreational resource to the Fox Valley region since 1996. The Gardens was developed around a native Wisconsin theme.

The mission of the Gardens is to promote an appreciation and understanding of plants and gardens in an enriching, inspiring environment.

1313 E. Witzke Blvd.  
Appleton, WI 54911

920-993-1900  
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## Gardens of the Fox Cities

*You, as a volunteer, are the true backbone of this organization. Your help with our day-to-day activities, garden maintenance, education programs, and events are vital to our success.*



### Volunteer Process

New volunteers are required to complete a volunteer application. You will then meet with a Gardens of the Fox Cities staff member to assess your interests and talents. Lastly, a background check will need to be completed prior to becoming a Gardens volunteer.

### Training

General training is held on an on-going basis for all volunteers. We provide volunteers the information necessary to become familiar with our staff, volunteers, facilities, policies and procedures. The training program we provide is a fun and informative time for volunteers to ask questions, get to know one another, and start looking forward to another growing season!

### Age Requirements

Volunteers must be at least 18 years of age. If you are under the age of 18 you will need a signature of approval from a parent or guardian and approval from the executive director at Gardens of the Fox Cities.

## Volunteer Opportunities

### Garden Maintenance

Garden and forestry maintenance are VITAL to us. Your help, with the direction of our staff, will generally include garden needs such as weeding, watering, and planting. Assistance is also needed with other tasks such as installing plant material, collecting seeds, deadheading, and mulching different garden areas. Ongoing training is provided for these skills.



### Education

Youth and adult volunteers (refer to Age Requirements) interested in sharing knowledge about plants, gardens, and nature with the community can become an education volunteer. Help is needed for youth and adult education classes, youth summer gardening programs, school field trips, and afterschool outreach programs. You may help as a leader or support volunteer.



## Help the Gardens GROW!

### Volunteer Application

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Employer: \_\_\_\_\_

### What days of the week are you available?

(Select all that apply)

Monday     Tuesday     Wednesday  
 Thursday     Friday     Saturday

### What time of day are you available?

(Select all that apply)

9 am – 12 pm     1 pm– 4 pm  
 Evening (Only for Special Events)

### Areas of Volunteer interest

(Select all that apply)

- Education  
 School field trips & Afterschool Programs  
 Youth and adult classes  
 Youth gardening programs  
 Forestry  
 Garden Maintenance  
 Greeter  
 Special Events

Permission to take photos of me for marketing publications     Yes     No