

Fall Plant Sale Coordinator

General Description:

Oversee all functions of the annual Fall Plant Sale. Organize Docent and volunteer opportunities, oversee all plant donations and orchestrate the three-day Fall Plant Sale.

Duties:

1. Beginning in April, establish groundwork for the Fall Plant Sale: art, letter, plant donors, collect B.A., invite.
2. Coordinate pre-planning efforts in Propagation—determine and grow appropriate plants for the sale.
3. Establish all volunteer opportunities and provide this information to the Volunteer Manager for posting.
4. Oversee donations and donation forms. Coordinate donors, pick-up and drop-off of plants.
5. Manage plant sales at the three-day event.
6. Ensure key volunteers are trained and familiar with their responsibilities.

Specific Skills:

1. Highly organized and able to meet deadlines
2. Detail oriented
3. Ability to work three full days during the event
4. Previous Fall Plant Sale experience required
5. Solid working knowledge of standard computer applications and iPad transactions

Time Required:

4 hours/month; 75-80 hours during month of October

Recommended Term:

2 years minimum, longer preferred