

Trip Coordinator

General Description:

The Trip Coordinator(s) are designated by the Docent Executive Board (DEB) to arrange the opportunity for docents and volunteers to participate in off-site visits to public gardens, public nurseries and docents', volunteers' and members' gardens. These off-site visits are designed to offer social interaction, reward volunteers and provide education for docents and volunteers.

Duties:

1. Serve as DEB board member and attend monthly board meetings.
2. Conceive and plan off-site trips.
3. Coordinate date of trip with SDBG to ensure adequate volunteers are available to meet needs of SDBG.
4. Designate appropriate number of attendees based on garden size and host limits.
5. Attend monthly Docent/Volunteer meetings to publicize up-coming trips and promote interest and participation.
6. Ensure participants' understanding that trips are not sponsored by SDBG and do not offer SDBG liability protection.
7. Pre-check each garden, route, timing and restaurant.

Specific Skills:

1. Highly organized
2. Ability to contact and coordinate trip details with garden hosts
3. Ability to drive long distances and potentially serve as carpool driver
4. Ability to conceive creative, educational and entertaining trips
5. Be actively involved in the community to foster connections for trips

Time required:

10 – 14 hours / month, including 6 hours for monthly meetings

Recommended Term:

Two years, more if desired