

Position Description 08: Gardening Volunteer

Job purpose:

Volunteers maintain the grounds around Lisaard House or Innisfree house through watering, weeding, planting, pruning, and raking. By providing this service to the hospice, volunteers have the opportunity to utilize their gardening skills while having a positive impact in a residential hospice by ensuring the beauty and sustainability of the natural environment.

Scope:

The volunteers are an integral part of the team at Lisaard and Innisfree Hospice. As such, we rely on our volunteers for support in a variety of different aspects of work throughout the hospice. Volunteers play a unique role in carrying out these various duties and it is understood that a volunteer is not expected to replace a paid staff position. Indirect service volunteers are restricted from entering resident rooms.

Duties and responsibilities

- Log all volunteer hours in www.logvolunteertime.com. Login credentials will be sent by Volunteer Coordinator
- If working on-site, wear your nametag while on duty
- Check emails for pertinent information
 - It is the responsibility of the volunteer to ensure they are checking their emails and reading posted information regularly to keep up-to-date with information, policies, and procedures
- Review any questions or concerns with the Volunteer Coordinator, Director of Operations, or Operations Coordinator to develop, plan, and execute new flower beds and maintain existing gardens.
- Perform seasonal landscape work including pruning, cleanup, bulb planting, dividing, transplanting, and mulching.
- Cultivate and care for perennial and annual plants by conditioning and preparing soil, planting seeds, seedlings, or bulbs in indoor or outdoor growing areas; using spades, trowels, and other gardening hand tools and equipment.
- Fertilize, water, weed, transplant or thin plants and shrubs in gardens.
- Repair sod damage by preparing soil and using grass seed.
- Maintain the confidentiality and privacy of residents, visitors, and files at all times to comply with the Personal Health Information Protection Act
- Communicate effectively with staff and volunteers.
- Work as a team member with staff and volunteers.
- Volunteers must endeavour to work within the budget set by Lisaard and Innisfree Hospice and with donations given to Lisaard and Innisfree Hospice.

- Follow all Lisaard and Innisfree Hospice policies and procedures that apply to the volunteers

Screening requirements:

- Applications are reviewed without bias and based on a standard set of criteria based on the needs of the organization at the time.
- Volunteers must be at least sixteen (16) years of age, unless accompanied by an adult. There is no upper age limit for volunteers.
- New volunteers are required to wait for twelve (12) months after a significant loss prior to volunteering in the hospice setting, with exception of laundry (Innisfree House), gardening, maintenance, administrative, and event volunteers.
- A personal interview is conducted with each appropriate candidate, using a list of questions based on the position. A record of the interview, responses to the questions and an assessment of the individual's commitment to volunteer work is kept in the applicant's file.
- At least two references must be provided for reference checks.
- A Criminal Record and Judicial Matters Check is required.

Training requirements:

- Role-specific orientation is required and will be provided prior to starting in the volunteer role.
- HPCO 10-hour training course is recommended.
- Take part in on-going educational opportunities when able.
- Participate in mandatory testing on an annual basis (Hand Hygiene)
- Following a three-month probation period, the Volunteer Coordinator and/or designate will discuss the volunteer's progress with the volunteer in order to ensure the role is meeting volunteer's expectations and the volunteer is meeting the needs of the organization.

Qualifications:

- Horticultural experience preferred.
- Knowledge of plant culture, maintenance, and identification preferred.
- Passion for working outdoors with nature and gardening.
- Ability to work alone or in a group.
- Ability to work outside in the elements and doing physically demanding work – standing; squatting; kneeling; lifting and digging.
- Ability to prioritize and work efficiently with limited supervision.
- Ability to recognize and resolve problems quickly and efficiently.
- Ability to take direction.
- Strong oral communication skills.

Time commitment and physical requirements:

- Volunteers commit to a minimum of one shift each week, preferably the same regular shift if possible.
- The position requires a one-year commitment.
- Ability to stand, squat, kneel, dig, and lift (up to 25 lbs).

Working conditions:

- Lisaard and Innisfree Hospice operates twenty-four hours a day, seven days a week.
- Variable weather conditions (e.g. heat, rain).
- See Appendix 08 – Gardening Volunteer Risk Assessment

Direct reports:

- Volunteer Coordinator
- Director of Operations
- Operations Coordinator

<i>Approved by:</i>	<i>Director of Operations</i>
<i>Date approved:</i>	<i>February 2020</i>
<i>Reviewed:</i>	
<i>Review cycle:</i>	<i>Annual</i>