



Job Title: AmeriCorps Volunteer
Reports To: Executive Director

Prepared Date: December 2019

Mission: The Sawtooth Botanical Garden is a community resource showcasing native and cultivated plants that flourish at high altitude. The Garden connects people to the region's unique beauty and fosters environmental stewardship through education, events, displays and plant collections.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Overview:

The AmeriCorps Volunteer is responsible for assisting the Gardens & Facilities Manager and Education Program Coordinator in the execution of duties for the Sawtooth Botanical Garden

Essential Job Duties:

- Ensure the vision and mission is carried out for all aspects of the organization
- Develops, maintains, and promotes positive and professional relationships with internal staff, volunteers, members, vendors, contractors, media, and the general public
- Serve on and report to SBG Committees as needed
- Under the supervision of the Executive Director, assist Education Program Coordinator with programming needs January through May; assist Gardens & Facilities Manager with site maintenance needs from June through August – duties and responsibilities may fluctuate and cross over during duration of the service period
- Participate in Garden sponsored events as needed – this may require occasional evenings or weekends.
- Promote a positive staff culture with a systems view and a team-player approach
- Other duties as assigned.

Education/Experience:

- As outlined by the Palouse-Clearwater Environmental Institute for AmeriCorps positions

Computer Skills:

- Ability to use Microsoft office suite efficiently

Language Ability:

- Ability to respond to common inquiries or concerns from internal and external customers, or members of the business community.
- Ability to read, write, and speak English fluently.
- Excellent verbal and written communication skills

Physical Abilities:

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel crouch, or crawl; talk or hear and taste or smell.
- The employee is frequently required to stand and walk.
- The employee is occasionally required to sit and climb or balance.
- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually moderate.