



Greenway Volunteer Program

Plant Records Assistant Volunteers

Overview

The Greenway Conservancy is committed to sustainability and education. Thanks to the support from Plant Records Assistant Volunteers we are able to collect and maintain our plant records to a high standard. By participating with our organization as a Volunteer Plant Records Assistant you will gain valuable experience and knowledge of our plant records and organic maintenance structure.

We are looking for people who love gardens and plants and want to gain valuable experience and knowledge of our plant records and organic maintenance structure. We're flexible and accommodating to your time so look forward to a mix of collaborative team work and/or autonomous, independent work.

About the Rose Kennedy Greenway Conservancy

The Conservancy is the designated steward of the Rose Kennedy Greenway, a mile-and-a-half of contemporary parks in the heart of Boston that connect people and the city with beauty and fun. The non-profit Conservancy maintains, programs, and improves the Greenway on behalf of the public and in partnership with the Commonwealth of Massachusetts.

Responsibilities

Responsibilities of the Plant Records Assistant may be shared among several volunteers based on individual skills and interests and may include:

- **Phenology Data Collection:** recording the flowering time, fruit production, and seasonal changes of the plants on the Greenway
- **Verification:** assisting Horticulture staff with the inventorying of plants through field verification and plant counts in the parks
- **Plant Records Management:** entering information into our inventory and database using Microsoft Excel; this data contributes to maintaining our maps, signage, records, and, over time, even global climate change data collection systems

There may also be opportunities to assist our staff in executing our Organic Plant Healthcare Program, and to work with mapping and GIS programs. Our long-term goal is to make our records available to the public via a searchable, web-based program for the purpose of education and research.

Requirements/Desired Skills

Plant Records Assistants are asked to attend a brief orientation session with involved Greenway staff persons, particularly Horticulture staff, to discuss expectations and protocols as well as introduce you to staff, our facility, and the parks. Time with staff members can be scheduled to assist with project execution. Previous experience working as a Greenway Horticulture Volunteer is desired but not required.

Other requirements based on assignments include:

- Familiarity with plants, plant I.D. and botanical nomenclature
- Proficiency with Microsoft Excel
- Experience with database management
- Detailed, careful approach and interest in learning more about plant records

Supervision and Time Commitment

This is a flexible volunteer assignment reporting to Greenway Horticulture staff. Volunteers will work with the Volunteer Coordinator to determine schedules and structure of experiences that best benefit both parties. Our office is open Mondays through Fridays.

Phenology assistants will be expected to complete their work assignments weekly, preferably at the start of the week (Monday, Tuesday or Wednesdays). Volunteers must have the ability to copy, update and exchange Excel files on their own computers and via email or dropbox. We ask volunteers for these assignments to contribute at least 1-3 hours per week on the Greenway or at our offices with flexibility in schedule.

Plant records verification work is dependent on the plants being visible, and in a state of growth that is clearly recognizable, possibly in bloom. This work will be manually recorded in the park. Scheduling is flexible and will be arranged as assignments are made. This can be arranged as a one-time commitment or an ongoing contribution to our Plant Records verification. In most cases good plant ID skills are essential.

Database input and Plant Records research is detail oriented, computer based work that would occur at our offices. Knowledge of botanical nomenclature is helpful, and in some instances, required. A commitment to detail and accuracy is a necessity.

Benefits

- Gain knowledge of Greenway plant collections and valuable experience collecting and maintaining a plant records database for a diversely cultivated public park.
- Work with a talented and knowledgeable group of professionals and contribute to the advancement of our plant records.
- Participate in the benefits of the Greenway volunteer program, including a summer Volunteer and Member picnic, a t-shirt, and other training and event opportunities depending on accumulated volunteer hours
- Opportunity to gain college credit, when applicable at your university

Application Process

Positions on this Volunteer Team are limited. Applications will be accepted and reviewed on a rolling basis and as positions are available.

To apply, please fill out the attached application and submit it along with your resume.

For more information or questions, please contact Keelin Purcell, Volunteer and Education Manager, at volunteer@rfkgc.org.