

Volunteer Job Descriptions for Gardenfest 2025

- Gardenfest 2025 will take place at PCC's Rock Creek Campus on Saturday, May 3rd. Sale hours are 9am-1pm with volunteers arriving between 8:00 and 8:30am. Cleanup is immediately following sale hours.
- Setup will take place on Friday, May 2nd, hours to be determined.
- Volunteer positions during setup and the sale are outside unless otherwise noted.
- Most positions will have seating available for volunteers and may or may not have a canopy cover. Please plan to dress appropriately for weather on the day.
- On the sale day, volunteers will have access to an indoor breakroom in Building 4 (next to the Gardenfest Sales Floor area). Building 4 has accessible all user restrooms with flush toilets and sinks as well as basic first aid supplies. (Restrooms do not have automatic door openers.) Light snacks and beverages will be provided to volunteers on May 2nd and 3rd but volunteers are encouraged to bring their own water bottle and lunch.
- Free parking **in designated areas** will be provided for all scheduled WCMGA volunteers. Please make sure you follow later instructions to make sure you don't get a parking ticket! PCC Rock Creek has bicycle racks and has Trimet bus service.
- Volunteer positions during the sale will include interacting with the public unless otherwise noted.
- There are a variety of volunteer positions in the days and weeks before Gardenfest that will take place at PCC Rock Creek, the Washington County OSU Extension office, or the greenhouse or Learning Garden at Jenkins Estate. Some positions can be fulfilled at volunteer's own home.
- Please see each volunteer position description for information regarding physical requirements, need for volunteer to use personal vehicle to transport plants/equipment, need for volunteer to use personal cell phone and data, requirements for additional MG forms, additional training outside of sale and setup dates, and whether partner or program volunteer hours will be earned.
- We welcome friends and family of Master Gardeners to help with many of the following volunteer positions.

Please see the following link for accessible features at PCC Rock Creek:

<https://www.pcc.edu/disability/map/#place:rc-outside>

Jenkins Estate facilities:

<https://www.thprd.org/facilities/historic/jenkins-estate>

Please contact Larina Hoffbeck at hoffbeck@frontier.com or 503-515-7578 with any questions about volunteering.

Thank you for volunteering for Gardenfest 2025!

Jobs before Gardenfest:

- **Care for plants at PCC Rock Creek or Jenkins Estate**– Requires caring for plants in the greenhouse and outdoor area at PCC Rock Creek campus or Jenkins Estate including watering, checking for damage, and moving plants. Parking and restrooms are available near volunteer location. Some lifting may be required. Partner hours.
- **Create signs on home computer** – Requires familiarity with Power Point, Excel, and/or Word. We need one person to help create wayfinding signs using Power Point, and several people to help create plant signs using Word and some use of Excel. Time spent creating wayfinding signs counts as Partner hours, while time spent researching for plant signs counts as Program hours.
- **Print/laminate signs at Extension Office** – Requires use of printing and laminating machines at the OSU Extension Office at 1815 NW 169th Pl #1000 in Beaverton. Free parking and restrooms are available at location. Partner hours.
- **Research current plant prices** – Requires travel using volunteer’s own vehicle to various local plant nurseries to note current prices of similar plants to what we will be selling and reporting back to plant propagation team. Will take place in early April. Partner hours.
- **Distribute fliers** – Requires travel using volunteer’s own vehicle to take event fliers to local libraries and other places to be posted. Volunteer will need to ask workers at locations if it is OK to post or leave fliers to be given to patrons. Partner hours.

During setup April 28-May 2:

- **Loan a canopy** – We are looking for collapsible canopies (approx. 10'x10') that will be used at the sale or in the Education Garden during the sale to provide shade and rain shelter to our volunteers and to the public. Canopies need to be delivered the morning of May 2nd and can be picked up after the event on May 3.
- **Loan carts/wagons** – We need small wagons or carts that customers and volunteers can use while shopping and to transport purchases to customer vehicles. Wagons and carts need to be delivered the morning of May 2nd and can be picked up after the event on May 3.
- **Help set up the event space** – Volunteers willing and able to set up tables, chairs, and canopies will need to arrive at PCC Rock Creek early on the morning of May 2nd (exact time TBA). Volunteers who do not wish to help with the “heavier lifting” duties but who would like to help with placing signs, plants, and lighter items may arrive later in the morning (exact time TBA). Partner hours.
- **Receive, care for, price, or place plants** – Requires travel to PCC Rock Creek campus to receive nursery deliveries during the week before the sale (time TBA), place price tags in plants, water plants and possibly set up shade or row covers to protect from weather, and/or move plants to be ready for the main setup day on May 2nd. You do not need to be present for all of these activities, and we will work with your schedule to determine which duties are appropriate. Free parking and restrooms are available nearby. Some lifting, bending, etc. may be required. Partner hours.
- **Place signs, banners, and barriers** – Requires travel to PCC Rock Creek and other nearby locations to place advertising signs and banners and to erect barriers. Partner hours.

Gardenfest on May 3 (All positions require arriving at PCC Rock Creek campus between 8:00 and 8:30 am on the morning of May 3. Free parking and restrooms are available nearby. There will be a volunteer breakroom to store coats and lunches and where light snacks and beverages will be provided to volunteers.):

- **Be a greeter or do exit polling** – Requires greeting customers as they enter/exit venue, passing out maps, collecting exit polls, answering

questions, and pointing out accessible entrances, etc. Shade/rain canopies and chairs will be provided for this outdoor position. Partner hours.

- **Help staff sales floor** –Outdoor position requires standing and walking about sales floor assisting customers with plant choices and answering questions about plant inventory, growing conditions, etc. Extra training will be provided in the days before the event. Partner hours.
- **Help with plant holding area** – Requires storing customer purchases while they continue to shop. Some seating will be provided, but volunteer will need to move boxes of plants to storage tables and return to customers. Outside. Partner hours.
- **Help with tallying or cashiering** – Tally volunteers work alongside cashier volunteers at checkout tables with talliers counting up prices (calculators provided) and cashiers using their personal smart phone and data to complete purchases using provided “Square” point of sale devices. There will be a training on “Square” prior to the sale date. Shade/rain canopies will be provided for these outdoor positions. Cashiers can be seated for most of the sale, while Tally takers will be standing. Partner hours.
- **Help with wagons and curbside pickup** – Requires assisting customers with transporting purchases to their vehicles or to the curbside pickup area and returning wagons to sales floor. Outdoor position with standing, walking, and some lifting. Partner hours.
- **Staff volunteer break room** – Requires helping volunteers with signing in and out, directing volunteers to their area leads, keeping snack area and seating area tidy, replenishing restroom supplies (but not cleaning restrooms), keeping an eye on volunteer coats and other belongings, directing volunteers to first aid supplies, etc. Seating is provided for this indoor position. Minimal interaction with the public. Partner hours.
- **Staff Gifts for Gardeners/Books booth** – Requires helping to set up display of books, tools, gifts and repacking after sale. Volunteer will be interacting with public to answer questions and suggest solutions from available inventory as well as processing sales using “Square” point of sale device and person cellphone and data plan. Training on “Square” will be provided as will basic information on inventory being sold. The booth will be protected from rain/sun. Seating will be provided, but the majority of the time will be spent standing to help customers. Partner hours.
- **Serve as a ‘floater’** – Requires filling in for volunteers assigned to above positions in case of absence or while they are taking breaks. There will be a

'lead floater' to explain tasks and direct volunteer where to go. We will assign volunteers to be floaters only after we have filled all the other positions. Partner hours.

End of Gardenfest 1-4:30pm May 3

- **Help with takedown** – Immediately following the sale we will move unsold plants back to greenhouse/outdoor area, take down signs, tables, and canopies, stack chairs, and return the sales area to pre-event condition. Volunteers are encouraged to help with take down whether or not they volunteered during the sale, as we have a short window of time to get everything put away. Partner hours.

After Gardenfest:

- **Inventory unsold plants week of May 4** – Position requires travel to PCC Rock Creek greenhouse area to inventory unsold plants in preparation for clearance sale. Requires some bending and lifting. Partner hours.
- **Help set up clearance sale May 9** – We will set up a smaller “pop-up” sale at PCC Rock Creek near the greenhouse area to sell merchandise left over from the main sale. It is a much smaller sale without the large amount of setup from the previous week, but we will need to set up a few tables, canopies, and chairs and place new signs. Partner hours.
- **Help with clearance sale May 10** – We will need a few sales floor staff, cashiers, and others to direct customers at the clearance sale. We will also need some people to help clean up afterwards. Exact time TBA. Partner hours for most positions, Program hours for sales floor staff.
- **Analyze customer feedback** – In the days and weeks after Gardenfest, we will be analyzing and recording feedback from exit polls and verbal customer feedback. Times and dates TBA.