

Volunteer Position Description

Position Title: Adopt A Spot Bed Reviewer

Department/Division: Community Development/Neighborhood Services/Volunteer Programs

Purpose: Providing feedback to our Adopt A Spot volunteers is important. They need to receive praise on a job well done or ideas and suggestions for improvement! The Adopt A Spot program is one of the most visible volunteer activities we have – hundreds of people see these every day and they impact perceptions of residents and visitors about our City. However, adopters receive little feedback from citizens on their beds. By reviewing beds on a regular basis, we can give volunteers well deserved praise and also have an element of quality control in the program. There are more than 90 beds throughout Columbia and only 1.5 staff members for the entire volunteer program so assistance with the bed reviewer position is essential and appreciated!!

Requirements: Volunteer should have some expertise with horticulture and landscaping, be able to view a landscaped bed and make judgments on its strengths and needed improvements. Must be able to communicate in writing using clear language. Must have transportation to visit various locations throughout the city. Volunteers should ideally commit to helping with this for at least one 12-month period.

Task: Volunteer reviewers will visually evaluate the Adopt A Spots assigned to them. They will complete a review card sharing the general status of the bed and making notes either pointing out the strengths of the bed or making suggestions for improvement. Notes on the beds are very important and we want to give every volunteer some type of praise or encouragement. The card should include the name and location of the bed reviewed and the date observed (maintenance on the beds can change daily).

The evaluation postcards will be created by the City's Volunteer Programs staff; completed cards should be returned to staff to record in the files for future decisions on volunteer agreements and to be mailed.

Dates: Dates are flexible, but we would like to have all beds reviewed three times annually: once in April or May, once in June or July and a third time between August and October.

Location: Beds are located throughout the City. Each volunteer will be given a list of beds they are assigned to review. Volunteers may choose to review only beds in a certain area of the City, possibly closer to their home or place of work.

Volunteer will report to: Lisa Rohmiller, Volunteer Programs Assistant

Number of volunteers needed: One to Four

What to wear: There is no dress requirement for this position.

To learn more: To learn more, contact the City's Volunteer Programs at 874-7499 or volunteer@GoColumbiaMo.com.