

JOB DESCRIPTION – DeRIVERA PARK GARDENS CHAIR



PRIMARY RESPONSIBILITIES

Assumes responsibility as DeRivera Park Gardens Chair or designates responsibilities to vice chair, including coordination of DeRivera Park clean-up, weeding, trimming, dead-heading, fertilizing, plant replacement, cutting back grasses, transplanting, plant dividing, providing monthly reports to Garden Club President, enlisting weeding volunteers, communicating with Village and DeRivera Park administration, and with prior authorization for purchase, submitting receipts for purchases to Treasurer.

Gardens include:

TIPPER'S GARDEN (across from Beer Barrel at Delaware Avenue and Catawba Avenue, with lift station)

BATH HOUSE GARDEN (south east side of bath house near Delaware Avenue, with lift station)

DeRIVERA PARK SIGN GARDEN (across from Boardwalk and Mossback's at corner of Bayview Avenue and Catawba Avenue)

FROSTY'S GARDEN (across from Frosty's on Delaware Avenue)

JET EXPRESS and BICENTENNIAL GARDEN (adjacent to Will's Playground at Bayview Avenue and Hartford Avenue)

BOATHOUSE (across from Boathouse at Delaware Avenue and Hartford Avenue) *-added 9/21/2020*

SPECIFIC RESPONSIBILITIES

COORDINATES SPRING CLEAN-UP

- Determines and coordinates spring clean-up dates
- Coordinates weeding, trimming, plant fertilizing, and mulching with volunteers or a professional organization. (Yardworks performed this task in 2019.)

COORDINATES BI-WEEKLY GARDENING

- Determines and coordinates bi-weekly gardening dates
- Weeds, trims, and fertilizes plants annually via Yardworks or with use of Garden Club Watering Golf Cart, as required
- Assures that irrigation sprinkler heads are aimed in the correct direction. (Sprinkler heads are often incorrectly redirected during grass mowing.)

COORDINATES FALL CLEAN-UP

- Determines and coordinates fall clean-up dates
- Coordinates cutting back grasses, completes transplanting, as required, divides overgrown plants with volunteers or a professional organization.

ADMINISTRATIVE DUTIES

- Communicates with DeRivera Park and Put-in-Bay Village personnel to assure that gardens are watered
- Develops and maintains list of volunteers
- Provides monthly reports (May through September) to Garden Club President, noting issues and status of gardens
- Submits receipts, with prior authorization for purchases, to Treasurer for reimbursement