

# JOB DESCRIPTION – DeRIVERA PARK GARDENS CHAIR



## GARDENS

<https://www.putinbaygardenclub.com/gardens.html>

- 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)
- BOARDWALK 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 (at Bayview Avenue and Hartford Avenue)
- BICENTENNIAL PLAQUE GARDEN (west of Jet Express Garden)
- BOATHOUSE (across from Boathouse at Delaware Avenue and Hartford Avenue) *-added 9/21/2020*

## RESPONSIBILITIES

### BASIC DUTIES

- Develops and maintains list of volunteers
- Determines and coordinates bi-weekly gardening dates, including weeding and pruning of gardens with committee
- Communicates with DeRivera Park and Put-in-Bay Village personnel to assure that gardens are watered. (Sprinkler heads are often incorrectly redirected during grass mowing.)
- Coordinates pruning, fertilizing, weeding, leaf removal, and mulching to gardens with Yardworks
- Resets/removes DeRivera Gardens Plant Identification Signs
- Coordinates transplanting and divides overgrown plants, as required
- Identifies plants that require replacement and replaces plant with approval from Garden Club Board

### ADMINISTRATIVE DUTIES

- 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