

# JOB DESCRIPTION – DeRIVERA PARK LIAISON CHAIR



## PRIMARY RESPONSIBILITIES

Assumes responsibility as DeRivera Park Liaison Chair or designates responsibilities to vice chair of committee, including communication with Yardworks regarding Spring and Fall garden care, DeRivera Park and Village administration regarding lamppost basket planting and removal dates; review of garden plant status, recommends replacement, and replaces with approval; weekly review of lamppost baskets and communication of status with Lamppost Basket Watering Chair;

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)
- 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*

## SPECIFIC RESPONSIBILITIES

### SPRING LAISON COORDINATION

- Serves as liaison with Yardworks for DeRivera Park Gardens, including initial pruning, fertilizing, weeding, and mulching to all seven gardens
- Resets DeRivera Gardens Plant Identification Signs
- Notifies DeRivera Park and Village Administration of lamppost basket planting dates
- Identifies plants that require replacement and replaces plant with approval from Garden Club President

### SUMMER LAISON COORDINATION

- Replaces and updates DeRivera Garden Plant Identification Signs all summer, as needed.
- Review Lamppost Flower Baskets at least weekly to assure that flowers are not stressed and notifies Lamppost Basket Watering Chair to correct issues.
- Identifies plants that require replacement and replaces plant with approval from Garden Club President

### FALL LAISON COORDINATION

- Serves as liaison with Yardworks for gardens, including pruning and removal of leaves in all seven gardens
- Removes and stores DeRivera Garden Plants Identification Signs in Fall, and replaces or updates Signs all summer as needed.
- Notifies DeRivera Park and Village Administration of lamppost basket removal date

### ADMINISTRATIVE DUTIES

- Provides monthly reports (May through September) to Garden Club President, noting issues and status of gardens and Lamppost Basket Flowers
- Submits receipts, with prior authorization for purchases, to Treasurer for reimbursement