

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 Garden (adjacent to Will's Playground at Bayview Avenue and Hartford Avenue)
- Bicentennial Garden (adjacent to Will's Playground surrounding Bicentennial Plaque)

SPECIFIC RESPONSIBILITIES

COORDINATES SPRING CLEAN-UP

- Determines and coordinates spring clean-up dates
- Weeds, trims, and fertilizes plants with use of Garden Club Watering Golf Cart
- Communicates PIB Village and DeRivera Park Administration to request / discuss mulching

COORDINATES BI-WEEKLY GARDENING

- Determines and coordinates bi-weekly gardening dates
- Weeds, trims, and fertilizes plants with use of Garden Club Watering Golf Cart, as required

COORDINATES FALL CLEAN-UP

- Determines and coordinates fall clean-up dates
- Cuts back grasses, completes transplanting, as required, divides overgrown plants

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