

# JOB DESCRIPTION – LAMPOST BASKET FLOWER PLANTING CHAIR



## PRIMARY RESPONSIBILITIES

Assumes responsibility as DeRivera Park Lamppost Flower Planting Chair, including enlisting and coordinating committee members, preparing for spring planting, communicating with Village and DeRivera Park Trust administration, submitting receipts to Treasurer for reimbursement, and submitting report to Garden Club President.

*Lampposts are reflected on the attached diagram and numbered on each lamppost at the park side bottom. There are 45 lampposts. Four lampposts (42-45) were taken out of service in 2017. Lampposts 1 thru 27 are on the irrigation system, all of which may not be functional. Care should be taken to not disrupt the irrigation system tubes when planting. Lampposts 28 thru 41 are not on the irrigation system. Garden Club Shed lock combination is 2-12-30.*

## SPECIFIC RESPONSIBILITIES

### ORDERING SUPPLIES – by November 1<sup>st</sup>

- Obtains number of new coco liners required for planting from Lamppost Basket Spring and Fall Chair, orders required amount, and upon receipt, places liners in Garden Club Shed. (82 Coco liners are required)

NOTE: Coco liners are currently ordered from Jody Frimel at 440-320-6473 and Bob Frimel places liners in Shed

- Reviews Mayfly netting and orders more, as appropriate

### ORDERING SUPPLIES and PLANTS – by January 15<sup>th</sup>

- Orders lamppost flowers for planting.

NOTE: Flowers are currently ordered from Jody Frimel, who provides guidance on type of flowers and amount required.

- Orders ½ pallet (42 bags) of soil and obtains delivery date. See [Communications – by March 1<sup>st</sup>](#) below for pick-up and storage information.

NOTE: Soil is currently ordered from Michigan Grower Products at 800-354-2713 and usually delivered in March.

- Orders cable ties

NOTE: Cable ties are currently ordered CableTieSupply.com, as follows:

3.91" 175lb Natural Cable Ties 50/bag Part # HD36-175-9L. One pack, Item# HD36-175-9L

7.87" 50lb UV Black Cable Ties 100/bag Part # S7.5-50-0C. Two packs. Item# S7.5-50-0C

- Purchases 86 Medium size diapers and a minimum of 90 dryer sheets, and places cable ties and diapers in Garden Club Shed.

### COMMUNICATIONS – by March 1<sup>st</sup>

- Obtains Organization Day and Planting Day dates from Garden Club President.
- Contacts island resident to confirm that he/she will pick up and store soil when it is delivered

NOTE: Julie Leopold 419-515-1132 has picked up soil and stored it on Peggy Leopold's property in the past

- Contacts Miller Boat Line, shares soil delivery date, requests that soil be stored in Miller Boat Line warehouse until island resident (above) can pick up soil.

### COMMUNICATIONS – by April 1<sup>st</sup>

- Verbally communicates with a minimum of three lift owners requesting that their lifts be made available to the Garden Club on Planting Day at 9:00 am.

NOTE: Recent owners who provided their lifts are Richard Gump (419-341-4333), Scott Market (419-304-2056), and Mike McCabe (419-631-1110)

- Contacts an island resident, who owns a truck, requesting that it be made available on Organization Day and Planting Day

NOTE: Joan Booker has provided the pick-up truck in the past.

- Notifies Village Administrator and DeRivera Park Trust Administrator of dates and times for Organization Day and Planting Day and planned activities for each day
- Reminds Garden Club President to include Organization Day and Planting Day information in April and May PIB Gazette article
- Reminds Media Director to prepare and post flyers, email members, and add Organization Day and Planting Day information on Facebook and PutinBayGardenClub.com, noting that volunteers should be requested to bring golf carts, garden gloves, wheelbarrows, and shovels

### COMMUNICATIONS – by May 1<sup>st</sup> and again One Week prior to Organization Day and again Day prior to Organization Day

- Reminds lift owners that their lifts are needed for the Garden Club on Planting Day as previously arranged
- Reminds island resident that his/her pick-up truck is needed on Organization Day and Planting Day as previously arranged
- Reminds Village Administrator and DeRivera Park Trust Administrator of Organization Day and Planting Day information, as previously discussed
- Requests island resident to deliver the stored soil to DeRivera Park, to be placed against wall across from Pasquale's Restaurant on day prior to Organization Day

## ORGANIZATION DAY

- Obtains required items from Garden Club Shed, including large buckets, small buckets, coco liners, plastic liners, borders, Mayfly netting, cable ties, diapers, garden gloves, tools, scissors, and water key from Watering Golf Cart hose at 8:15 am
- Meets volunteers in DeRivera Park across from Pasquale's Restaurant at 9:00 am
- Separates volunteers into Groups and assignments, as follows:
  - Unloaders** – Unloads flower truck and arranges flowers by group
  - Flower Group** – Counts flowers and compares to amount ordered (noting discrepancies), obtains required flowers for each lamppost and delivers to each lamppost using volunteer's golf cart
  - Coco Liner Group** - Inserts plastic liner, diaper, and 4" of soil into 84 coco liners and delivers two to each lamppost using pick-up truck
  - Soil Group** - Fills 42 buckets with soil and delivers one to each lamppost using volunteer's golf cart
  - Water Group** - Fills 42 buckets with water and delivers one to each lamppost using volunteer's golf cart
  - Mayfly Group** – Inserts cable ties into Mayfly netting and delivers Borders and Mayfly netting to each lamppost
  - Watering Group** – Waters flowers at each lamppost using Watering Golf Cart
- Assures that all required items are at each lamppost

## PLANTING DAY

- Obtains small cable ties, and dryer sheets from Garden Club Shed
- Meets volunteers and lift operators in DeRivera Park across from Pasquale's Restaurant at 9:00 am and distributes small cable ties
- Separates volunteers into Groups and assignments, as follows:
  - Assistants** (2 per lift) – Gives small cable ties to Lift Planters, dunks flower pots into water bucket, places flower pots, soil bucket, and water bucket into lift, and supports Lift Planters, as appropriate
  - Planters** (2 per lift) – Adds soil to coco liners, inserts coco liners into baskets, plants flowers, inserts borders into soil, secures Mayfly netting cable tie above basket, secures small cable tie at bottom of netting
  - Retriever** (1 person) - Retrieves buckets, places dryer sheets between buckets, and stores buckets and other remaining items in Garden Club shed

## ADMINISTRATIVE DUTIES

- Develops and maintains list of lamppost flower planting volunteers
- Provides lift owner's names and addresses to Garden Club Secretary, for sending Thank You Letters
- Submits report with issues and suggestions for next year to Garden Club President
- Submits receipts, with prior authorization for purchases, to Treasurer for reimbursement

## LAMPOST DIAGRAM AND WATER LINE ZONES

