

JOB DESCRIPTION – LAMPOST BASKET FLOWER PLANTING CHAIR



Diagram denotes numbered posts, located at park side bottom. Garden Club Shed lock combination: 2-12-30.

RESPONSIBILITIES

ADVANCE ORDERING and PICK-UP

- **COCONUT LINERS** – by November 1st: Orders number of new coco liners required for replacement. (Currently from Jody Frimel, 440-320-6473). Upon receipt, places coco liners in Garden Club Shed. (Bob Frimel usually places liners in Shed.)
- **FLOWERS** – by January 15th: Orders flowers, in coordination with President.
- **SOIL** – prior to Planting Day: Purchase one bag per pole and one additional bag (22) of Miracle Grow Soil
- **BASKET/COCO LINERS and DIAPERS** – prior to Planting Day: Inserts new coco liners in baskets, as needed
- **DIAPERS** – prior to Planting Day: Orders 42 Medium size diapers, as needed, and places in Garden Club Shed.
- **WATER** – prior to Planting Day: Purchases bottled water for volunteers

COMMUNICATIONS – by May 1st

- **LADDERS/LIFTS** – If ladders are not used, schedules two lifts to assist on Planting Day. Verbally confirms date prior to event. (Recent lift owners include Richard Gump 419-341-4333, Scott Market 419-304-2056, and Mike McCabe 419-631-1110)
- **TRUCKS** – Schedules one islander's + their trucks to assist on Planting Day. Verbally confirms date prior to event. (Recent truck owners include Joan Booker and Bob Smith)
- **NOTIFICATIONS** – Notifies Village Administrator and DeRivera Park Trust Administrator of Planting date/ time as a courtesy.

PLANTING

- Instructs volunteers on planting procedure, including:

DAY ONE

- **Prep Crew**..... Obtain planting items from Garden Club Shed and deliver to DeRivera Park, including:
Baskets/coco liners, soil, 5 large + 3 small buckets, plastic liners, stays, diapers, garden gloves, tools, scissors, mayfly nets, curved brackets, small bands to hold curved brackets, bottled water, and water key from golf cart hose.
- **Ground Crew**..... Insert plastic liner, diaper, and soil into basket (3" from top of basket) and place on planting table
Fill 5 buckets with water and 2 buckets with soil and place by planting table
Upon flower truck arrival, unload flowers from truck and arrange by color
Chairperson notes discrepancies between flowers ordered and flowers received
- **Planting Crew**..... Gather flowers for each basket and place on top of flower basket
Dip flower roots into water and plant in basket pressing flowers in firmly, adding soil as needed.
Insert curved brackets into soil
Deliver two baskets per pole
Water flower baskets with golf cart

DAY TWO

- **Ground Crew**..... Hand flower baskets, mayfly nets, and stays up to Ladder/Lift Crew
- **Ladder/Lift Crew**..... Attach stays to basket on the silver mark, hang basket on the bracket, pull mayfly net up from the bottom and tie net at top
- **Clean-up Crew**..... Return items to Garden Club shed
When buckets are dry, place dryer sheets between buckets and store 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 Board
- Submits receipts, with prior authorization for purchases, to Treasurer for reimbursement

