

JOB DESCRIPTION – LAMPOST BASKET WATERING CHAIR

PRIMARY RESPONSIBILITIES

Assumes responsibility as DeRivera Park Lamppost Basket Watering Chair, including enlisting and coordinating watering volunteers, watering and fertilizing plants, assuring that flowers have been watered, submitting receipts to Treasurer for reimbursement, and submitting reports to Garden Club President.

Lampposts are reflected on the attached diagram and numbered on each lamppost at the park side bottom Garden Club Shed lock combination is 2-12-30

SPECIFIC RESPONSIBILITIES

CHAIRMAN DUTES

- Reviews previous year's watering schedule, contacts volunteers, and prepares watering schedule
- Places Lamppost Diagram in Watering Golf Cart
- Purchases fertilizer (from Island Hardware), as required
- Fills Watering Golf Cart gas tank on a bi-weekly basis and as needed at Erie Islands Petroleum (island garage)
- Checks flowers for signs of stress and assures that flowers have been watered on a weekly basis.

LAMPOST WATERING INSTRUCTION – for volunteers

- Assures that hose pole is fully secured on Watering Golf Cart before leaving shed
- Fills water tank at DeRivera Park Bathhouse with special key that is attached to the hose pole to turn on the water
- Waters lamppost baskets around perimeter of basket to prevent soil erosion
- Fertilizes baskets on Tuesdays
- Fills water tank completely BEFORE returning Watering Golf Cart to shed
- Returns golf cart to shed and moves watering hose pole to allow for it to fit into shed
- Plugs Watering Golf Cart battery charger, assuring that charging light is lit
- Notifies Golf Cart Chair if repairs are necessary

ADMINISTRATIVE DUTES

- Develops and maintains list of lamppost basket watering volunteers
- Provides monthly reports (May - September) to Garden Club President, noting issues and status of plants
- Submits receipts, with prior authorization for purchases, to Treasurer for reimbursement

