

JOB DESCRIPTION – LAMPOST BASKET MAYFLY NETTING CHAIR



PRIMARY RESPONSIBILITIES

Assumes responsibility as DeRivera Park Lamppost Flower Planting Chair, including coordinating volunteers, obtaining supplies, installing mayfly netting, 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.
Garden Club Shed lock combination is 2-12-30.*

SPECIFIC RESPONSIBILITIES

ORDERING and PREPARING SUPPLIES – prior to Mayfly Netting Day

- **Mayfly Netting** – Reviews and orders more materials, as appropriate.

COMMUNICATIONS – by June 7th

- **LIFTS** – Schedules one lift to assist on Mayfly Netting Day and again on Removal Day (approximately 4 weeks later). 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)

MAYFLY NETTING REMOVAL DAY – after Mayflies are gone

- Obtains two small buckets and bag of soil from shed
- Instructs lift volunteer to untie and drop nets (with brackets) to ground volunteer
- Adds soil to baskets, as needed
- Removes dry netting and brackets to Garden Club shed

ADMINISTRATIVE DUTIES

- Develops and maintains list of 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

