



## **Volunteer Association Rights & Responsibilities**

### Volunteer Rights

Volunteers make an essential contribution to the successful functioning of the Garden. As a valued member of the BBG Volunteer Association, you are entitled to be treated with dignity and respect. The Garden is committed to providing you with:

- A safe and pleasant working environment
- Training when your assignment requires special skills
- Recognition events to celebrate your important contribution
- An enjoyable growth experience
- Open channels for suggestions for improvement, by speaking to your supervisor, members of the VA Steering Committee, or the BBG Volunteer Manager

### Responsibilities

As Volunteers, we recognize that it is a privilege to work in support of the Garden, and to work with BBG staff. Because the Garden relies on Volunteers, we ask that you fulfill your duties in good faith and in the spirit of teamwork. A successful Volunteer will:

- **Keep an accurate record** of hours worked per task and enter them on your personal Volunteer Tracking page on the BBG website. Your work record is a valuable tool for the Garden in assessing future needs, planning special projects, budgeting, and applying for grants to expand programs and resources. Your work record also demonstrates community commitment to the Garden, which again can enhance the Garden's status in applying for private grants and public funds.
- **Be committed** to fulfilling your Volunteer position. If you volunteer to take on a task, we ask that you be a reliable member of the team, that you put in the time for your full shift and complete the assignments for which you volunteer.
- **Bring a positive, friendly attitude** to your interactions with visitors, staff members and other Volunteers.
- **Respect the BBG staff** and follow their instructions. This is important in all aspects of volunteering, and especially when working in the Garden beds so that healthy plants will remain healthy and invasive plants will not be helped to spread. When not sure of how to complete a task, ask for help from a more experienced Volunteer or from your supervisor.

### Help Us Grow

- Be aware of visitors and their importance to the Garden's economic development – help create a warm, welcoming atmosphere.
- Promote our Admissions policy: valid visitors should have an entry sticker visible. If it appears that visitors are exploring the grounds without having paid admission, ask them (with a friendly attitude and smile) to stop by the Visitor Center to get their entry sticker. Offer to show them the way if they seem lost or hesitant. (Or alert a staff member to the situation.)
- Support the Garden's non-smoking environment; advise visitors who are in violation but do it in a friendly way, or alert a staff member. There is no smoking anywhere on BBG grounds, including the parking areas.
- If you see someone being destructive, e.g. picking flowers, taking seeds or walking in beds, ask them with a smile to desist, or alert a staff member.
- In case of medical emergency, alert nearest staff member or come to the Office.

***Thank you for supporting BBG and for being an ambassador of this local cultural treasure!***

7/7/17