



**Portage Public Library  
Volunteer Job Description  
Groundskeeper Assistant**

**General Purpose:** To assist with caring for plants inside and outside of the library.

**Duties:** Outside volunteer duties include:

1. Planting
2. Watering
3. Fertilizing
4. Weeding
5. Trimming

Of planters and library garden.

Inside volunteer duties include:

1. Watering
2. Fertilizing
3. Trimming

Of seasonal flowers, indoor plants, and trees

**Time Required:**

Outside of the library: This position requires the most activity during the Spring, Summer and Fall seasons, gardening at least two hours. Gardening includes tilling, fertilizing, planting, watering, weeding, and harvesting easily tended and popular garden plants.

Inside of the library: Care of seasonal flowers, and indoor plants. May require weekly watering, fertilizing, and trimming for 15-30 minutes each week.

**Training Required:** Training includes reviewing the layout of plants and landscaping. Maintenance plans for the outside landscaping need to be discussed and followed closely. Instruction on locations for potted plants, watering & fertilizing schedule, protection of furniture, appropriate plant selection and pot size, as well as materials needed should be discussed with supervisors.

**Supervisor: Library Director**

**Revised 04/01/2022 CT**