

<b>DATES GENERALLY: The volunteer pre-sale is Wednesday, May 5. The sale opens on Thursday, May 6. The discount sale is Sunday, May 9</b>		NOTE: All Volunteers must adhere to the COVID-19 safety protocols including maintaining social distance, always wearing a mask and completing the health screening. By signing up for a volunteer shift you are agreeing to these requirements.
<b>Job title</b>	<b>Job description</b>	<b>Days, general idea of the times</b>
Back stock filler	OUTDOORS. If Tuesday, organize arriving plants into the back stock area. If Thursday–Saturday, refill plants from the back stock area to the sale area. Requires a lot of walking and pushing plant carts. Light to moderate lifting.	May 4 morning and afternoon, May 6-8 morning
Bag sorting and bundling	Pick up materials at Friends School April 12 and deliver back at the school by April 26. Work at home to sort and count plastic newspaper bags that will be used to bag lily bulbs and daylily roots. Sitting job with minimal physical activity.	Work at home, April 12-April 26
Black flat pickup and sorting	OUTDOORS. Work in a team of two to clean out remaining potting soil and sort into piles with identical flats. Depending on time of day, circulate throughout the sale are picking up empty flats to bring to the storage location. Requires walking and bending, closed-toe shoes recommended.	May 6–May 10, mornings and afternoons
Boxes/tally sheets	OUTDOORS. Prepare and set out clipboards with map, tally sheet and pencil for shoppers to pick up when entering. Answer questions as needed regarding how to record purchases. Help assemble clipboard contents. Standing required throughout shift.	May 5 afternoon and evening, May 6-8 all day and evening, May 9 morning
Bulb bagging	PLEASE RESERVE THIS JOB FOR PEOPLE WITH LIMITED PHYSICAL MOBILITY. Place required number of bulbs or roots in each bag, staple bag shut with label provided, and place in bin. Sometimes work standing up during shift (may be possible to sit down if needed); otherwise low physical demands. Must work indoors.	May 1, morning and afternoon
Bulb order fulfillment	Pick orders of bulbs and bareroots that were sent online. Place bagged bulbs in paper bags, staple bags shut with printed order on outside. Must stand and walk throughout shift. Must work indoors.	May 2, morning and afternoon

Cart return	OUTDOORS. Move shopping carts as needed. Help manage access to carts so shoppers who have been waiting get one before new arrivals. This job is physically demanding.	May 5 afternoon and evening, May 6-8 all day and evening, May 9 morning
Cashier (must be Friends School affiliated)	OUTDOORS, tent covered. Take payment from shoppers. Direct shoppers to exit/exterior area where they can leave plants at curb.	May 5 afternoon and evening, May 6-8 all day and evening, May 9 morning
Cashier area traffic control (must be Friends School affiliated)	OUTDOORS, tent covered. Stand at the beginning of the tallyer chutes or the cashier chutes to direct shoppers to the shortest line and/or an open tallyer or cashier. Must stand throughout shift. Outgoing personality required.	May 5 afternoon and evening, May 6-8 all day and evening, May 9 morning
Construction, Setup	OUTDOORS. Assemble tables with a partner (with instructions). Hang strings for signs along the top of the tables. Clean up construction area as required. Requirements: Comfort with drills and screwdrivers (bring your own cordless drill and gardening or construction gloves, if possible); ability to lift 30 pounds; lifting and bending.	May 1–May 5, many shifts
Curbside loading, plant and bulb pickup	OUTDOORS. Assist shoppers who leave their plants at curbside; help them load their plants when they return with their car. Help control shopping carts so they don't get taken to the parking lots. New this year: assist with bulb and bareroot order pickup, which is located in the same spot as curbside plant pickup. Standing, moving and moderate lifting required throughout your shift.	May 5 afternoon and evening, May 6-8 all day and evening, May 9 morning
Deconstruction prep	OUTDOORS. Work with a team to do miscellaneous tasks to prepare for Sunday cleanup of the sale. Ability to lift 30 pounds. Bring work gloves.	May 8, evening
Deconstruction, truck loading	OUTDOORS. Disassemble tables, shrub sign stands, warehouse racking. Ability to lift 50 pounds; lifting and bending.	May 9, afternoon and evening
Flow	OUTDOORS. Stand at key points to answer questions and help maintain social distancing and mask-wearing. Additional duties depending on location. Requires an outgoing personality in a crowd, able to stand for long periods.	May 5 afternoon and evening, May 6-8 all day and evening, May 9 morning

Greeter, checkout line	OUTDOORS. Interact (at a COVID-safe distance) with shoppers as they approach the checkout area to make sure they have a shopping list. As needed, help manage any line of checkout shoppers that may build up, working with the checkout line coordinator.	May 5 afternoon and evening, May 6-8 all day and evening, May 9 morning
Greeter, perimeter	OUTDOORS. Serve as a greeter/router to help arriving shoppers get to the correct entrance. We will supply a pop-up canopy for shelter. Bring a sturdy camping/outdoor chair if possible. Volunteers are also welcome to bring a book. This is a good role for someone looking for a less physically demanding position who also enjoys interacting with shoppers.	May 5 afternoon and evening, May 6-8 all day and evening, May 9 morning
Greeter, sale entrance	OUTDOORS. Help answer any final questions to shoppers who have gone through the check-in process and explain the layout of the sale to entering shoppers. Standing required throughout shift.	May 5 afternoon and evening, May 6-8 all day and evening, May 9 morning
Hauling to school	Complete any deconstruction and cleanup required. Pack truck(s) and unload at school. Ability to lift 50 pounds; lifting and bending.	May 10, morning and afternoon
Lighting setup	OUTDOORS. Strings of construction lights will need to be strung together with extension cords and suspended beneath tent canopies to provide evening light. Requires comfort working on a step ladder and working above your heads.	May 4, afternoon
Master Gardeners	OUTDOORS. Familiarize yourself with this year's Plant Sale list on the website before the sale. Answer questions and help shoppers with plant selection. Must be official Master Gardener. PLEASE only sign up for one Master Gardener shift.	May 5 afternoon and evening, May 6-8 all day and evening, May 9 morning
Packup at school, load truck	Remove items from storage at school and load into truck. Ability to lift 30 pounds; lifting and bending. Some work is indoors and on truck. We will coordinate tasks and jobs to maintain social distancing.	May 1, morning

Plant receiving	OUTDOORS. Following instructions from coordinators, move plants from growers' trucks to staging areas, and then place them in their assigned table locations or back stock locations. Knowledge of plants useful but not necessary. Ability to lift 20 pounds; lifting and bending continuously throughout shift.	May 4 all day, May 5-May 8 morning
Plant receiving, HEAVY-duty!	OUTDOORS. Help unload tall, heavy rolling racks of plants from trucks. This means using a lift-gate or rolling the racks down ramps. The racks are heavily loaded, so a long reach and height are necessary.	May 5, morning
Section sign hanging or removal	OUTDOORS. Help hang or remove large signs, usually with tipties on fences, but often improvising. Ability to lift 30 pounds, lifting and bending.	May 4 morning
SOS volunteer	OUTDOORS. Take on any task needed during the sale. Most likely this will be a physically active job, such as watering, black flat collecting, or tidying. Past volunteer experience with the sale recommended.	May 5 afternoon and evening, May 6-8 all day and evening, May 9 morning
Table signage	OUTDOORS. Assist with measuring spaces on tables for plants and mark with temporary signs. Hang plant signs above tables with clips so that two clips (top and bottom) are on each sign. Do not try to share clips with a sign from the other side of the table. Detail orientation and ability to measure accurately and follow directions carefully.	May 3 afternoon
Tally sales	OUTDOORS, tent covered. Speak to each person in your line. Review their sheet and total their purchases. Write totals on sheet. Requires: sitting throughout shift; comfort with math and calculators; training provided.	May 5 afternoon and evening, May 6-8 all day and evening, May 9 morning
Ticket scanning	OUTDOORS. Using a provided iPad, scan the entry tickets of all shoppers while maintaining as much social distance as possible. Refer any issues to the on-site coordinator. Standing required throughout shift.	May 5 afternoon and evening, May 6-8 all day and evening, May 9 morning
Ticket scanning line management	OUTDOORS. Keep the entry line organized while making the experience pleasant for people waiting. Answer questions as needed. Standing and walking required throughout shift; outgoing personality desired.	May 5 afternoon and evening, May 6-8 all day and evening, May 9 morning

Tidying, shelving - all sections	OUTDOORS. Consolidate partial flats of plants into fewer flats. Raise plants from lower or upper shelves to the middle shelf as needed. Locate stray plants and bring to Info Desk. Reshelve stray plants or help shelve back-stocked plants if asked. Make sure your area is generally cleaned up and organized. Ability to lift 15 pounds; lifting and bending.	
Truck unloading/loading	ALERT. This job requires you to sign up with 3 other volunteers as a COVID safe pod. You will unload and/or load large semi full of lumber and equipment with your COVID safe pod of three other people. Ability to lift 50 pounds; lifting and bending.	May 1 and May 2 midday, May 9 late afternoon, May 10 morning
Volunteer Desk	<p>OUTDOORS. Check in volunteers as they arrive using computer system. Hand out aprons &amp; name tags. Call volunteers who have not arrived for their shifts. Check volunteers out when they leave. When not checking people in or out, you'll be assigned to help with other jobs around the sale which may include lifting and standing.</p> <p>Requires: familiarity with the Plant Sale - ideally you've volunteered at least once; friendly, with good people skills; detail orientation and good organization skills; comfort with computer systems.</p>	May 4 morning - May 9 afternoon, many shifts
Watering	OUTDOORS. Carefully water the plants using a large rolling cart with a 50 gal. water tank, battery-powered pump and hand sprayer, and/or using watering cans. Because this year's sale is outside, it's more important than ever to notice which plants need water — they could be extra dry or extra wet. Ability to push the cart and be on your feet and walking for four hours. This would be a good job for a pair in the same household or "pod."	May 4 afternoon - May 9 morning, many shifts