

# Clark Gardens

## BOTANICAL PARK

### VOLUNTEER/DOCENT PROGRAM

#### ***1. Tour Guides:***

Guide guest(s) in the Gardens.  
Walking Tours.  
Cart Tours.

#### ***2. Garden Greeters/Admission Booth:***

Greet tour bus groups.  
Pass out maps, give directions and answer questions.  
Help at Admission booth.

#### ***3. Office Work:***

Help get mailers ready, answer the phone, make copies, filing.

#### ***4. Scrapbooking:***

Make a scrapbook of our published articles and pictures of the Gardens.

#### ***5. Engraving/Signage:***

Run the engraver, look up botanical names.

#### ***6. G-Scale Trains:***

Help in the train station; run the trains and build "sets."

#### ***7. Educational Programs:***

Help with field trips - all age children.  
Help develop educational programs.  
ANY ONE WORKING WITH CHILDREN WILL HAVE  
TO HAVE A BACKGROUND CHECK.

#### ***8. Special Events:***

Help guide the Guest in the Gardens, answer questions,  
assist with parking.

#### ***9. Gift Shop:***

Cash Register, stocking inventory, all aspects of store work.