



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

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

Duties: The volunteer duties include:

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

Time Required: This position requires the most activity during the Spring, Summer and Fall seasons. Winter would require little activity unless it were for the caring of plants inside the library.

Training Required: Training includes reviewing the direction for the grounds. The vision and maintenance plans for the outside landscaping and for potted plants inside and outside of the library would need to be discussed and followed closely.

Travel Required: None required.

Supervisor: Library Director

4/13/2020