



**THE  
FELLS  
2008**

The Fells  
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# Volunteer Opportunities

Looking for opportunities to use your skills, meet other energetic individuals and help care for of this historic site? Below find descriptions and work schedules for the many volunteer opportunities at The Fells.

## Garden and Grounds Crews

Volunteers work Tuesday and Thursday mornings 9am-noon, April to November. These are hands-on, get dirty jobs. Bring your favorite garden tools or we will provide.

- **General Landscape:** If you like variety, this is the place for you. Throughout the season, this crew weeds, deadheads, mulches and waters all the cultivated gardens, shrub borders, moss and groundcovers. Jeff Good, Landscape Manager
- **Nursery:** This group propagates and grows plants for continued garden renovation, for sale at the Gatehouse Plant Stand and for the annual Plant Sale in June. Jobs include mixing soil, potting, weeding, dividing plants, stocking and maintaining the plant stand, transplanting seedlings, fertilizing, and watering. Nursery Manager, Susan Damon
- **Perennial Border:** Caring for the blooming plants in the borders at the front of the Main House and along the edges of the Rose Terrace includes lifting and dividing perennials, planting summer-blooming annuals, weeding, staking, deadheading, fertilizing, and putting the gardens to bed at the end of the season. Jeff Good, Landscape Manager
- **Rock Garden:** This is meticulous work and includes weeding, deadheading, pruning, planting, and “fluffing” of soil and plants. Patience and perseverance are required for fastidious separating and checking under plants and rocks for weed seedlings and clawing with a single-tine tool. Jeff Good, Landscape Manager
- **Trail Maintenance Crew:** A new crew is needed in 2008 to monitor the John Hay Ecology Trail and other trails, clear fallen debris and cut back overgrowth. Volunteer Chair needed

## Guides and Shop Keepers

Guides are needed for the Main House, gardens and trails. Training and job manuals or instructions are provided for all guides and shop keepers.

- **Garden Guides:** The landscape staff conducts one-hour guided tours of the gardens Wednesdays through Sundays at 1:30pm June 25 through August 17. Volunteer assistance is necessary to help fill in on days when staff is unavailable. Jeff Good, Landscape Manager
- **Trail Guides:** Trail guides lead nature walks pointing out signs of wildlife and identifying plants. Our team of guides offers trail walks year-round making use of insect repellent in summer and snow shoes or nordic skis in winter. They also offer classes on related topics such as GPS technology. Lynn Johnson, Volunteer Chair
- **House Guides:** These guides greet visitors, operate a 15-minute video of The Fells and conduct 30 minute tours of the Main House. Shifts are 10am-1pm and 1pm-4pm. Site Manager, Sharon Knapp
- **The Shop:** Volunteer shop keepers display merchandise, answer questions and complete payment transactions. They provide information about The Fells and the surrounding area and occasionally assist the House Guides with the video show. Shop Co-Manager, Linda Lang

## Fundraising Event Support

Special fundraising events have teams of workers chaired by one or more volunteers. Jobs vary according to the event and can include: general planning, set-up, greeting guests, tending bar, parking, poster distribution and cash handling. Please note we ask that volunteers attending events purchase tickets, even those working. [Volunteers working at the Garden Tour, Holiday House Tour or Christmas at The Fells may purchase special discounted tickets if they intend to tour beyond their assigned stations.]

Because the activities associated with parking and poster publicity (described below) are the same among all events we are seeking chairs or co-chairs to oversee these functions for the six fundraising events and three art receptions in 2008. This will free event chairs to focus on the event and eliminate much duplication of effort from one event chair to the next.

■ **Parking-Traffic Control:** Special events require special traffic considerations. Volunteer parkers help guests, both on and off site, find safe and suitable parking. Responsibilities may include shuttling passengers from the Gatehouse to the Main House. Parkers answer general questions about the event and place proper traffic signage to direct visitors. Volunteer Chair needed

■ **Poster Publicity:** Poster publicity involves posting special event flyers, usually at predetermined locations, like community bulletin boards, retail establishments, and information booths. Volunteers act as Fells ambassadors and help spread the word about upcoming events. Use of one's personal vehicle is required. Volunteer Chair needed

## Other Opportunities

■ **Building & Equipment Maintenance Crew:** The Fells has a long honey-do list, so we're seeking a few honeys (of either gender) to do household projects and take care of the tractor and lawn mower. If you're a jack of all trades or even faintly experienced in carpentry, painting, plumbing or electrical repair, please consider joining this team, which works Tuesday mornings, April through November. Harvey Best, Volunteer Crew Leader

■ **Flower Arranging:** Flower arrangers provide 2 to 3 fresh flower arrangements at the Main House every week throughout the summer season. Preparation is best done at the Main House Thursday mornings at 9:30 a.m., and cutting is allowed in the nursery. Vases and oasis will be supplied. Sign up for one week or several. Nell Leach, Volunteer Chair

■ **Hospitality:** Hospitality needs include home baked goods or other specified food items for Fells meetings and events such as Volunteer Kick-off and Orientation, exhibit openings, and the annual Wet Paint Sale Reception. Committee chairs will recruit you for specific assignments so you control when you participate. Jean Cole, Bobbie Hambley, Marge Erickson, Judy Healey, Carrie Richter and Sally Wollensack, Volunteer Chairs

■ **Office Help:** Help at the Gatehouse is needed year-round and includes assisting with mailings, performing data entry into FundRaiser computer system, handling program registrations, and assisting the Executive Director, Education Director, and Outreach Director with special projects. Shifts are generally three hours and scheduled as needed. Consistency of volunteers is desirable due to on-job training requirements. Some computer experience is helpful but not essential. Mary Lou McCrave, Outreach Director

■ **News Clipping/Historian:** This position requires avid news hounds who keep an eye out for Fells related articles and stories in all forms of media, print and on-line, then clip and systemize for The Fells library. This need is year round and perfect for the volunteer who likes to work from home who already has lots of publications at hand. Volunteer Chair needed

## Questions?

Wondering what opportunity is the best fit for you? Contact Jan Bettencourt, Volunteer Coordinator, 603-763-4789 ext. 6 or [jan.bettencourt@gmail.com](mailto:jan.bettencourt@gmail.com).