



Mountain Garden Club Position Description Form

Position Name

Habitat for Humanity

Date Created: March 15, 2017

Form Creator Name: Debbie Bryant

Home Phone: _____

E-Mail Address: _____

Committee Name: Habitat for Humanity

Position Overview:

MGC supports the Habitat for Humanity (HFH) which is a non-profit organization that is dedicated to eliminating substandard housing locally by construction, rehabilitating, and preserving homes as well as providing training and access to resources to help families improve their shelter condition.

The MGC program involves providing landscaping for newly constructed homes. The program is funded by MGC funds, HFH and donations from local nurseries. The donations from the nurseries include donations of plants or plants at discounted prices.

The position involves developing the landscape design, coordinating the planting activity, purchase of plants and communication with HFH.

Skills/Abilities/Other Requirements:

Strong Communication with all the interested parties to successfully develop a positive outcome
Coordinating and planning skills to insure ordering and delivery of trees and plants in a timely manner for completion of the project.

Flexibility to work with limited budget and the range of plants that are donated.

Essential Position Functions:

Background knowledge of landscaping concepts
Knowledge of plant characteristics and growth habits
Documentation of the stages and goals of the Project to the MGC Board



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Print Form

Rev. 2017



Mountain Garden Club Time line Template

Event/Publication

Habitat for Humanity

Date Created: March 15, 2017 Form Creator Name: Deborah Bryant

Event/Pub Date: (appx) _____ Form Creator Tel.: _____

Date to Begin By: _____ Form Creator Email: _____

Committee Name: (If Applicable)

You can type as much as you like in any box. The form will automatically expand to handle the increase. If you need more categories (which you probably will) just click on the "Time Category" Button.

Click to Add a
Time Category

Time Category	Actions Necessary	Tips & Best Practices
6 Mos. ahead	Contact HFH office at mwv-habitat.org Submit project to MGC Board with a budget	office # 603-356-3832
3 Mos. ahead	Order plants from local nurseries Present HFH Project to MGC members	
1 Mo. ahead	Cordination of planting, set date. Recruit volunteers from MGC members	Communicate with HFH, MGC Board and members and local nurseries.
2 Wks. ahead	Communicate with HFH for heavy equipment that will be needed ie, backhoe.	

Rev.

Print Form