



Magnolia Plantation & Gardens

Thank you for your interest in the volunteer program at Magnolia Plantation and Gardens. Our volunteers play a key role in the success and the maintenance of America's oldest public garden. Magnolia offers a wide variety of volunteer opportunities ranging from special event support, helping in the gardens, greenhouses, and nursery areas, administrative office support, helping with our youth programs, aiding in historical research, and helping in our Zoo and Nature Center. We look forward to having you join our growing team of volunteers.

Our volunteer program is co-coordinated by Kate White and Mary Ann Johnson

If you are interested in volunteering in our gardens, greenhouses, nursery, or zoo – contact Kate White volunteer@magnoliaplantation.com

For those interested in office support, historical research, special events, and group tour support please contact Mary Ann at maj@magnoliaplantation.com

Volunteer Incentives

- 🎬 After 40 hours of volunteering, you will receive a Magnolia volunteer shirt to wear when you come and volunteer.
- 🎬 After 80 hours of volunteering, you will receive a Reciprocal Pass which entitles you and a guest to free admission at many of Charleston's most popular attractions.
- 🎬 We invite you to attend our staff appreciation parties as you are now part of the Magnolia Family!
- 🎬 Possibilities for earning double hours when participating in Special Events
- 🎬 Free garden admission for you and your family (Please notify us in advance if you plan to visit)
- 🎬 The opportunity to spend time with like-minded people in one of America's oldest and most beautiful gardens.
- 🎬 Opportunities for continuing education

*If scheduled to volunteer, please notify your area supervisor if you are unable to attend.
Thank you for donating your time and skills to help us here at Magnolia Plantation.*

Volunteer Requirements

- 🎬 New Volunteers are required to take each of our tours
- 🎬 A completed application with emergency contact information
- 🎬 Background Screening
- 🎬 Interaction with guests and teammates

Volunteer Opportunities

Volunteering in our Gardens

For information on volunteering in this area, please contact Kate White
volunteer@magnoliaplantation.com

The gardens are always in need of a few more hands who love to dig in the dirt. Because you are in direct contact with the visitors to our gardens, knowledge of our gardens and grounds is essential for these volunteers. The guests will look to you for information, directions, or a friendly chat.

Areas include:

- 📌 Biblical Garden
- 📌 Conservatory
- 📌 Herb Garden
- 📌 Historic Camellia Garden
- 📌 Vegetable Garden
- 📌 Azalea Garden
- 📌 River Walk
- 📌 Audubon Swamp Garden
- 📌 Historic Flowerdale
- 📌 Contemplation Gardens

Responsibilities

- 📌 Supervised Pruning unless prior approval has been authorized
- 📌 Dead heading
- 📌 Planting various annuals, perennials, and shrubs
- 📌 Weeding
- 📌 Debris pick up

Required Skills

- 📌 Must know or be willing to learn proper pruning and planting techniques
- 📌 Knowledge of the plants in your area is helpful

Volunteering Environment:

- 📌 Outdoor Activity
- 📌 Lifting more than 20lbs
- 📌 Sitting
- 📌 Standing
- 📌 Individual Tasks
- 📌 Teamwork

Additional Information: If you do not have your own garden tools, we will do our best to accommodate you.

Greenhouse and Nursery Areas

For information on volunteering in this area, please contact Kate White
volunteer@magnoliaplantation.com

Greenhouse volunteers spend all year helping in the greenhouses. Volunteers will plant and propagate a variety of annuals, perennials and woody ornamentals. In the nursery areas, you will be responsible for helping keep the area neat and weed free. Volunteers here will organize plants by planting areas, keep important plants labeled and dated, and keep empty pots stacked neatly and organized.

Responsibilities

- Watering plants
- Transplanting seedlings and plugs
- Fertilizing
- Propagating from seeds
- Supervised Pruning unless prior approval has been authorized:
- Plant prep prior to planting
- Taking cuttings
- Collecting seeds
- Weeding
- Moving plant material
- Keeping the greenhouse and nursery areas neat, clean, and organized
- Helping with our camellia and azalea collections

Requirements

- Ability to function in groups
- Knowledge of plant materials that you are handling
- Our greenhouse volunteers arrive with their own tools and materials

Volunteering Environment:

- Indoors Activity
- Outdoor Activity
- Lifting more than 20lbs
- Standing
- Individual Tasks
- Teamwork
- Customer Service

Audubon Swamp Garden

For information on volunteering in this area, please contact Kate White
volunteer@magnoliaplantation.com

The Audubon Swamp Gardens was named in honor of John James Audubon, a frequent visitor to Magnolia. He found inspiration in the abundant wildlife at the swamp. Today the swamp serves as a rookery for hundreds of wading birds every year. This sanctuary offers refuge for many types of flora and fauna. Volunteering in this area will consist of weeding, planting, and general maintenance. 2015 marks the beginning of the habitat restoration and removal of cattails. This area will be more physically challenging than the other areas in the gardens.

Responsibilities

- Supervised Pruning unless prior approval has been authorized
- Dead heading
- Planting various annuals, perennials, and shrubs
- Weeding
- Debris pick up
- Shrub clearing
- Other tasks as necessary

Required Skills

- Must know or be willing to learn proper pruning and planting techniques
- Knowledge of the plants in your area is helpful

Volunteering Environment:

- Outdoor Activity
- Lifting more than 20lbs
- Standing
- Individual Tasks
- Teamwork

Additional Information: As will all areas in the gardens, there are many native animals that can potentially be threatening to your safety. Be aware of your surroundings at all times.

Nature Center and Zoo

For information on volunteering in this area, please contact Kate White
volunteer@magnoliaplantation.com

Magnolia Plantation's Zoo & Nature Center is home to a variety of domestic livestock and animals native to the region. Volunteers have a unique opportunity to interact with the animals while helping the zoo curator with the daily routine. We also need volunteers with our outreach programs. We travel to schools and educational seminars with our live animals to raise environmental awareness and educate kids on nature and conservation. We are always looking for those who would like to help with the horses. Extra care must be taken to keep them groomed, happy and healthy. (Volunteers in this area are subject to a background check.)

Responsibilities

-  Assist with Feeding
-  Raking and cleaning enclosures
-  General maintenance of exhibits

Required Skills

Must be knowledgeable about the animals you are helping with and able to relay this information to our guests.

Volunteering Environment:

-  Indoors Activity
-  Outdoor Activity
-  Lifting more than 20lbs
-  Sitting
-  Standing
-  Individual Tasks
-  Teamwork
-  Customer Service

Office and Administration Volunteer Opportunities

Greeting

For information on volunteering in this area, contact Mary Ann Johnson MAJ@MagnoliaPlantation.com

With so many visitors coming to visit us each year, we want to make sure their time here is pleasant and memorable! There are 4 main areas that are crucial to the visitors finding their way around.

- **Area 1-** Behind the ticket booth
- **Area 2-** Garden Entrance
- **Area 3-** Veranda
- **Area 4-** Café lawn

Responsibilities

- Help visitors find their way to the designated areas where the guided tours start and finish.
- Answer questions about the plants and history, and provide driving directions
- Near ticket kiosk, answer questions about the different tours so guest may choose what they'd like the most. This will help the ticket kiosk provide quicker service.

Required Skills

- Must be knowledgeable of the gardens and grounds in order to direct visitors and answer any questions they might have.
- Must enjoy customer service

Volunteering Environment:

- Outdoor Activity
- Sitting
- Standing
- Individual Tasks
- Teamwork
- Customer Service

Tour Group and Youth Program / Office Support

For information on volunteering in this area, contact Mary Ann Johnson MAJ@MagnoliaPlantation.com

Group: Throughout the year, tour companies book tours for large groups of people. They come from all over the United States to visit our gardens and take the guided tours we offer. During the springtime, we are at our busiest with tour and youth groups. On some days, we will have up to 15 tour buses come through. Volunteers will have a variety of areas they can help our group sales coordinator.

Office: The office support volunteer position is responsible for clerical duties and answering phone calls.

Responsibilities-Group Tour

- 🎬 Call tour company to confirm reservation
- 🎬 Pass out garden maps
- 🎬 Assist with setting up and passing out box lunches
- 🎬 Stuff tour company mail outs

Responsibilities-Office Support

- 🎬 Filing
- 🎬 Photocopying
- 🎬 Answering phones
- 🎬 Stuffing mail
- 🎬 Labeling
- 🎬 Sign making

Responsibilities-Youth Program (will require a background check)

- 🎬 Assisting youth coordinator with greeting groups
- 🎬 Help group make it to their tours on time and answer any questions
- 🎬 Assist tour guides with crowd control

Required Skills

- 🎬 Must be knowledgeable of the gardens and grounds in order to direct visitors and answer any questions they might have.

Volunteering Environment:

- 🎬 Indoors Activity
- 🎬 Outdoor Activity
- 🎬 Lifting more than 20lbs
- 🎬 Sitting
- 🎬 Standing
- 🎬 Individual Tasks
- 🎬 Teamwork
- 🎬 Customer Service

Special Events

For information on volunteering in this area, contact Mary Ann Johnson MAJ@MagnoliaPlantation.com

For all of our special events:

Required Skills

- 🎬 Must be knowledgeable of the gardens and grounds in order to direct visitors and answer any questions they might have. Volunteers in this area are subject to a background check.

Volunteering Environment:

- 🎬 Indoors Activity
- 🎬 Outdoor Activity
- 🎬 Lifting more than 20lbs
- 🎬 Sitting
- 🎬 Standing
- 🎬 Individual Tasks
- 🎬 Teamwork
- 🎬 Customer Service

Here is some individual information on each of our events

Autumn on the Ashley

Autumn on the Ashley is Magnolia's annual two-day craft fair that features a diverse group of vendors who make handcrafted items for sale. This event takes place in our lower parking lot near the ticket booths. The craft event in the parking area is free to the public. Entrance into the garden and grounds will require general garden admission.

Responsibilities

- 🎬 Attending
 - Parking cars
 - Checking guests for proper admission at the assigned areas
- 🎬 Greeting visitors in line to buy admission
- 🎬 Setting up vendor spaces
- 🎬 Assisting vendors at the sign-in table by providing them with information, badges, and directions to their space
- 🎬 Office support

Ladybug Release

Ladybugs are a beneficial insect and feed on many harmful pests. On our annual Ladybug Day, thousands of ladybugs are released into our gardens. Additionally, many other exhibitors from around the lowcountry offer environmental education, raise awareness of our local flora and fauna, and provide ladybug themed crafts. This event is growing every year. It is a fun day for kids and adults alike.

Responsibilities

- 🎬 Preparing for the event (1 day before)
- 🎬 Packaging ladybugs

- 🎬 Setting up tables and chairs in the vendor areas
- 🎬 Attending
 - Parking cars
 - Checking guests for proper admission at the assigned areas and checking in members.
- 🎬 Greeting visitors in line to buy admission and answering questions
- 🎬 Office support
- 🎬 Distribution of ladybugs to the attendees
- 🎬 Setting up and breaking down vendor booths
- 🎬 Helping with our craft table

Halloween (4 night event)

The two weekends are devoted to Halloween festivities here! Saturday and Sunday nights are filled with a scary good time. Our main attraction is the Terror Train where we dress up the Nature Tram and do a night drive. Guests will pass several “scare stations” with costumed characters. There is a Mad Scientist’s Lab where guests try and survive a trip through his lair. There are also games and face painting for all ages.

Responsibilities

- 🎬 Attending
 - -Parking cars
 - -Checking for proper admission at the assigned areas
- 🎬 Creating and organizing props (one week before)
- 🎬 Game stations attendants / face painters
- 🎬 Dressing in costume at a scare station on the “Train of Terror” route

The Chocolate Walk

The Chocolate Walk is hosted in February around Valentine’s Day. This event is great for the whole family and includes several “chocolate stations” spread throughout the gardens. Guests are given a map and a “passport” when they arrive and it will help them find each station. Once they reach each station, they are given a small sample of a variety of chocolate and a stamp on their passport. This is a weekend event.

Responsibilities

- 🎬 Setting up the event (1 or 2 days before)
- 🎬 Attending
 - -Parking cars
 - -Checking for proper admission at the assigned areas
 - -Manning chocolate stations (handing out chocolate and stamping passports)
- 🎬 Greeting visitors in line to buy admission and answering questions
- 🎬 Office support

Easter Egg Hunt

The annual egg hunt is one of Magnolia’s most popular events. Hundreds of local children come to the gardens on this day to enjoy a morning egg hunt and to spend time with their families. Egg hunts are scheduled by age groups and families can have their picture taken with our resident mascot, Eggbert Hopps!

Responsibilities

- 🎬 Setting up the event (1 or 2 days before)
 - -Stuffing Easter eggs
- 🎬 Attending
 - -Parking cars
 - -Checking for proper admission at the assigned areas
 - -Hiding Easter eggs between scheduled age group hunts
- 🎬 Greeting visitors in line to buy admission and answering questions
- 🎬 Office support
- 🎬 Eggbert support

History Fair

This annual event showcases historical groups in our area. Many vendors set up and display educational information and there is attendance by local firefighters and EMS.

Responsibilities

- 🎬 Setting up the event the previous day
 - -Setting up tables and chairs in the vendor areas
- 🎬 Attending
 - -Parking Cars
 - -Checking for proper admission at the assigned areas
- 🎬 Greeting visitors in line to buy admission and answering questions
- 🎬 Office support
- 🎬 Setting up and breaking down vendor booths
- 🎬 Help vendors if they need to take a break by watching their booth

Christmas Village (6 Day Event)

Help our guests get into the spirit of the holidays with our Christmas events. We will be running a Christmas Train and will have our Christmas Village set up. Here we will have concessions; crafts and games for children, entertainment and of course Santa and Mrs. Claus will be on hand for photos.

Responsibilities

- 🎬 Preparing for the event
- 🎬 Be an Elf
- 🎬 Concessions
- 🎬 Parking
- 🎬 Crafts and Games