



VOLUNTEER GUIDE FOR WORKING IN THE KOHAN REFLECTION GARDEN

Kohan Reflection Garden VOLUNTEERS ARE THE BACKBONE OF THE GARDEN. For over 30 years they have managed and done by far the major part of work needed to care for and maintain this horticultural jewel in our community. Each Spring, in a two-day work party, volunteers clean and spruce-up the lawns and plantings. Again, each Autumn, they put the garden to bed for the winter. As well, they will stop by during the growing season to do maintenance tasks. We want our volunteers to be safe and enjoy their time in the Garden; therefore, we hope the following guide will provide an orientation to safety procedures and to how the Garden functions.

VOLUNTEER RESPONSIBILITIES

- a) Volunteers will familiarize themselves with the Operational Plan and Volunteer Guide.
- b) In order to remain protected by liability insurance the Volunteer must sign-in. There is a yellow, write-in-the-rain book for this purpose, which is hanging outside the door of the Tool Shed.
- c) Volunteer workers accept responsibility for their own safety while performing routine garden maintenance tasks of weeding, lawn mowing and edging, using tools. Major infrastructure projects will have their own safety plans.
- d) Keys and maps must be returned to the Tool Shed after each use.
- e) Volunteers are ambassadors for the Garden; therefore, all visitors will be treated with respect and the Volunteer's behaviour and language must remain appropriate for a public workplace.
- f) Volunteers will perform only those tasks directed by Master Gardeners or the Board of Directors.
- g) Visitors may be informed of Garden and VND rules for use. For example, no bicycles, dogs on leash only, no alcohol consumption, etc., but if there is a problem, under no circumstance should the Volunteer attempt enforcement of these rules.
- h) Refer all problems of enforcement to the VND, or if appropriate to the RCMP.

SAFETY ISSUES

1. Workers, visitors and volunteers are covered by the Village of New Denver Liability Insurance.
2. Contact sheet: Emergency numbers are on the first page in this manual.
3. First Aid Kit: The First Aid kit is in a labelled, clear plastic box on the back shelf In the Tool Shed. Please notify the Society if items in the kit need replacing.
4. Worker Safety Practices
 - a) Work Safe BC pamphlets in the Operational Plan Manual (OPM) must be reviewed as part of orientation.
 - b) Two people must be present during ladder or chain saw work.
 - c) Hazardous work areas will be flagged and barriered or roped off to prevent access by the public. This does not apply to weeding, raking, mulching and other general maintenance jobs.
 - d) Volunteers must wear appropriate work clothes, footwear and gloves.
 - e) Tree pruning and falling shall only be done by VND Works Crew or a qualified arbourist.
5. Wildlife
 - a) New Denver has a Bear-Aware program
 - b) If a Volunteer encounters a dangerous animal in the Garden, they must leave immediately and report the encounter to the VND and Conservation Officer or RCMP, if appropriate.
 - c) All garbage, food stuffs and attractants must be removed from the Garden and disposed of in a bear-proof garbage container.

WHO GUIDES VOLUNTEER TASKS?

The Master Gardener, Ray Nikkel, will be default authority on aesthetic and maintenance tasks in the Garden. Pruning is not a Volunteer maintenance task unless with special permission. Plants may not be installed or removed without the approval of the Board of Directors or the Master Gardener.

WHEN DO VOLUNTEERS WORK IN THE GARDEN

Each Wednesday, volunteers meet, from 4-7pm, to weed, clear fallen branches and leaves, spread mulch, check pond water levels and pump function, check irrigation and sweep out the Entrance Gate and Tea House. The donation box is emptied by a Board member.

Volunteers may also choose to work at any other time but, no garden work is done during weddings or other events.

Twice a year the Society organizes a large work party, in April and again in October/November, inviting regular volunteers and members of the public. Major spring and fall clean-up tasks, such as, leaf raking, pruning, compost bin maintenance and mulch spreading, are completed over two days. Hot lunches and beverages are offered, free to the workers.

Each November, Holiday Lights are installed throughout the garden by volunteers then, taken down again just before the spring work party.

Sometimes SLGS hosts special events in the Garden and volunteers are welcome to help out at any time.

ADOPT-A-BED PROGRAM

Choosing a bed will give a Volunteer a chance to experience stronger commitment to the upkeep of the Garden. A Volunteer may adopt a garden bed or section of the Garden as their special area of care and attention. The Adopt-a-Bed map and sign-up sheet is in the OPM. Each bed is numbered. Once the Volunteer signs their name to the chosen bed, other workers will likely not weed that bed unless there is an upcoming special event.

SPECIAL EVENTS

1. Weddings:
 - a) Weddings are managed and scheduled by a designated member of the Board of Directors.
 - b) The Garden, Entrance Gate, Teahouse, and Chōzubachi or Bacchii (stone wash basin) are cleaned before weddings. There should be no garden work done during these events.
2. Concerts and other Special Events:
 - a) Events are managed and scheduled by a member of the Board of Directors.
 - b) The Garden, Entrance Gate, Teahouse and Chōzubachi are cleaned before events.
3. SLGS Sponsored Heritage or Arts Events:
 - a) The same preparation will occur for these events and volunteers are welcome to help out with all stages of the events.