



**JUNIOR LEAGUE OF  
BUFFALO**

*Women building better communities*

JOB DESCRIPTION

Title: Landscaping Chair  
Landscaping Co-Chair

Goal: This position is quite flexible. Generally the landscapers, etc. do most of the work. An interest in gardening and landscaping is helpful.

Duties:

- Works with the Executive Chair to determine the extent of participation of the house owners in the landscaping process
- With input from the Executive Chair and owners, communicates the extent of what can be removed, trimmed, pruned, relocated, etc. from the grounds
- Drafts and sends letters to nurseries, plant societies, cooperatives, garden clubs, etc.
- Coordinates with McKinley High School their level of participation, if applicable
- Write thank you notes to all donors
- Works to secure outdoor lighting
- Regularly checks the grounds as to condition of plants, etc.
- Arranges for replacement of anything that has not survived
- Determines the extent of repairs to the grounds after Show House and arranges for complete repair

Time Involvement:

- General meetings once a month
- Landscaping Committee meetings
- Steering Committee meetings
- Placement hours will vary
- Daytime availability
- Weekend availability

Experience:

Would suggest this position for a member who has strong organizational skills and an interest in landscaping.