

## VOLUNTEER POSITION DESCRIPTION

### Metro



600 NE Grand Ave. Portland OR 97232  
Office: 503-797-1653 Cell: 503.701.7554  
marsha.holt-kingsley@oregonmetro.gov

---

**Position Title:** Native Plant Center seed collector

**Division / Program:** Land Conservation - Natural Areas Program

**Purpose:**

Native Plant Center seed collectors help Metro conserve uncommon, threatened and rare native herbaceous species by collecting seeds, cuttings and root fragments. The collection, propagation and amplification of native species help increase the biodiversity of our regionally significant habitats. Preserving native species creates a healthier ecosystem for wildlife, fish and people for current and future generations.

**Benefits:**

Visit Metro properties not open to the general public. See rare and unique plants, some endemic to the Northern Willamette Valley, and learn about the ecosystems these species rely on to flourish. Increase your dedication to conserving biodiversity and become skilled at identifying rare flowers, seed pods, exacting collection protocols and seed ecology.

**Essential position responsibilities:**

- Attend a required one-day (six hour) training session on seed collecting.
- Commit to visiting site and/or collecting seeds four times throughout the season.
- Arrange for your travel to assigned Metro site with team members and/or Native Plant Center staff.
- Become familiar with the species listed for collection; know how to determine if the seed is ripe.
- Carry out seed collection principles as directed in training and/or by Metro staff on site
- Collect seed and data; precisely follow all seed collection protocols including documentation, collection and processing procedures. Tasks include identifying plants, using species-specific collection techniques and preparing seeds for drying and storage.
- Deliver seed to Native Plant Center as soon as possible after collection to preserve seed viability. A completed seed collection form will be attached to each seed lot.
- Maintain and document volunteer time by paper or electronic format; turn in hours monthly.
- Maintain regular communication with the Native Plant Center coordinator and team members to schedule and confirm collection dates, field kit and transportation arrangements.
- Maintain good working relationships with Metro staff, volunteers, and property neighbors.
- Consider additional tasks to support seed collection, such as GPS tracking and data entry.

**Qualifications, skills and abilities:**

- An interest in or knowledge of native herbaceous plant identification
- Completion of Native Plant Center seed collectors training
- Methodical, organized and able to follow strict collection protocol; attention to detail

- Undeterred by weather, including hot, sunny days; rough terrain, including rocky or steep slopes and mucky edges of riparian strips or wetlands; and occasional bee and poison oak hazards
- Ability to meet at prearranged location to carpool (on site or at Metro office or field station)
- Willing and able to deliver seed to the Native Plant Center, at 2661 SW Borland Road, Tualatin, OR
- Flexible, cooperative and able to work as a team
- Experience using a dichotomous key is preferred
- Reliability, commitment and promptness in filing reports, posting pictures and sharing information

**Time commitment:**

Seed collection begins in early June and continues through late September to mid-October. Collectors will commit to visiting their site a minimum of four times throughout the season.

**Training provided:**

Volunteers receive on-the-job training in seed collection protocol, native plant and weed identification, and use of dichotomous keys and GPS equipment.

**Receives guidance from / reports to:** Marsha Holt-Kingsley, Native Plant Center coordinator, at Metro Native Plant Center, 2661 SW Borland Road, Tualatin, OR 97062; cell: 503-701-7554 or [nativeplantcenter.volunteers@oregonmetro.gov](mailto:nativeplantcenter.volunteers@oregonmetro.gov).