KEYPORT GARDENWALK Volunteer Teams & Responsibilities

Saturday, June 5, 2027 | Twilight Tour: Friday, June 4, 2027

There are many ways to help make the Keyport GardenWalk a welcoming, memorable community event. Explore the teams below to learn about each opportunity, its responsibilities, and the time commitment.

Welcome Center Team

Saturday, June 5 | 8:00 AM–5:30 PM

The Welcome Center at the Waterfront Gazebo is one of the most important parts of the Keyport GardenWalk. Volunteers greet visitors, distribute Guidebooks, answer questions, assist Treasure Hunt participants, sell merchandise, and help with setup and cleanup. No experience is necessary. A Team Leader will provide instructions, answer questions, and be available throughout each shift.

Shift 1: 8:00–11:00 AM Setup & Welcome Center
Shift 2: 11:00 AM–2:00 PM Welcome Center
Shift 3: 2:00–5:30 PM Welcome Center & Cleanup

Hospitality Team

Saturday, June 5 | 8:00 AM–5:30 PM

The Hospitality Team also organizes the Keyport GardenWalk Reception, which is held before or after GardenWalk. On GardenWalk day, volunteers are stationed at Keyport Borough Hall for the 9:00 AM Garden Talk. For the remainder of the day, Borough Hall serves as a Comfort Station where visitors can relax and enjoy refreshments.
Volunteers set up refreshments, replenish food and beverages as needed, keep the area neat and welcoming, and assist with cleanup. A Team Leader provides guidance throughout the shifts.

Shift 1: 8:00–11:00 AM Setup & Refreshments
Shift 2: 11:00 AM–2:00 PM Refreshments & Replenishing
Shift 3: 2:00–5:30 PM Refreshments & Cleanup

Twilight Tour Team

Friday, June 4 | Starts at 5:00 PM

The Twilight Tour takes place the evening before GardenWalk, giving Garden Hosts, volunteers, and Keyport Garden Club members a chance to enjoy 6–8 participating gardens together. Everyone travels as a group from one garden to the next, with a designated departure time at each stop.
Volunteers coordinate with participating Garden Hosts, help plan the route and schedule, keep the group together, and help everyone move to the next garden on time.

Public Area Sign Distribution & Pickup Team

Saturday, June 5 | 8:00 AM & 5:15 PM

This team helps visitors navigate the Keyport GardenWalk by placing Shuttle Stop Signs and Keyport GardenWalk Signs in designated public areas throughout Keyport.
Volunteers distribute and securely position signs beginning at 8:00 AM, making sure they are clearly visible, and return at 5:15 PM to collect them. This is a short but important way to help keep GardenWalk organized.

Garden Host Recruitment Team

Begins in March | Flexible schedule

Working with the Team Leader, volunteers help find and encourage local residents to share their gardens as part of the Keyport GardenWalk. Every garden is unique, and this team helps bring together a wonderful variety for visitors.
Responsibilities may include distributing Garden Host information and recruitment materials, scouting neighborhoods for potential gardens, reaching out to interested residents, and assisting with recruitment as needed.

Art Contest Poster Distribution Team

Begins January 1 | Flexible schedule

Help promote the Keyport GardenWalk Art Contest, which opens January 1, by distributing contest posters to local businesses and stores.

Working with the Team Coordinator, volunteers deliver posters to assigned locations, ask permission to display them, and help ensure they are visible. Once locations are assigned, this work can be completed on your own schedule.

Operations Team

Friday, June 4 & Saturday, June 5 | Setup by 8:00 AM; breakdown at 5:15 PM

The Operations Team plays an essential behind-the-scenes role, working closely with Welcome Center volunteers to prepare the Waterfront Gazebo for visitors.

Volunteers pick up supplies and equipment from the Keyport Garden Club storage locker the evening before GardenWalk and ensure everything is brought to the Gazebo by 8:00 AM on GardenWalk day. They set up tables, hang banners, and arrange the materials and equipment needed.

At 5:15 PM, the team helps pack up, remove banners, and return supplies to the storage locker. The Team Leader works alongside volunteers during setup and breakdown.

Educational & Artisan Market Vendor Team

Saturday, June 5 | Two shifts

This team helps vendors and participating educational organizations enjoy a smooth arrival and departure. Volunteers welcome vendors, maintain the sign-in list, direct vendors to their assigned locations, and guide vehicles during unloading and loading. A Team Leader is available for guidance.

Shift 1: 8:00–10:30 AM Vendor check-in, assigned locations & unloading

Shift 2: 4:00–5:30 PM Vendor breakdown, loading & departure

Event Photography Team

Reception, Twilight Tour & GardenWalk Day | Flexible opportunities

Help capture the special moments of the Keyport GardenWalk, including the Reception, Twilight Tour, participating gardens, Garden Hosts, volunteers, visitors, and event activities.

Volunteers submit their photographs to the Website Coordinator and Social Media Team for the Keyport Garden Club website, social media, and future GardenWalk promotions. You do not need to be a professional photographer to help preserve these memories.

Fundraising Team

Begins in January | Flexible schedule

Working with the Director of Development, who oversees Keyport GardenWalk sponsorship efforts, this team helps secure the support needed to keep GardenWalk a free community event.

Responsibilities may include distributing sponsorship packages to local businesses, identifying potential sponsors, following up as directed, and assisting the Team Leader with other sponsorship tasks. Many activities can be completed on a flexible schedule.

Garden Host Flag & Package Distribution and Pickup Team

Week before GardenWalk & 1–2 days afterward | Flexible schedule

This team works with a Team Leader to help Garden Hosts prepare for the Keyport GardenWalk and collect flags after the event.

Volunteers may assemble Garden Host packages, deliver packages and flags to participating gardens during the week before GardenWalk, and pick up flags one or two days after the event. You may help with any combination of these tasks depending on your availability.

Shuttle Assistance Team

Saturday, June 5 | 9:00–approximately 10:30 AM

Working with the Shuttle Coordinator, volunteers help Shuttle Drivers become familiar with their assigned routes before transporting visitors.

Volunteers ride along with drivers approximately 2–3 times, using the GardenWalk map to guide them along their routes, point out designated Shuttle Stops, and help them feel comfortable navigating the route.

Keyport GardenWalk Poster Distribution Team

Begins in February | Flexible schedule

Help build excitement for the Keyport GardenWalk by distributing promotional posters to businesses and designated locations throughout the community.

Working with the Team Coordinator, volunteers deliver posters to assigned locations, ask permission to display them, and ensure they are placed in visible areas. Once assigned, locations can be visited on your own schedule.