Volunteer Opportunity Description: Adult Education Assistant

Description/Purpose

We’re looking for responsible Adult Education helpers. Experience organizing or as a registrar is helpful, but we can train as well.

Responsibilities/Tasks

Please be prompt and have excellent organizing skills. There are two days available.

On Tuesdays: Gather registration boxes from various buildings on the Arboretum campus, add information to database, disassemble boxes, and send out post-class evaluations.

On Fridays: Put registration boxes together, deliver to various buildings on Arboretum campus.

Required Skills

Please be prompt and have excellent organizing skills. Experience with spreadsheets or other data entry is a plus for Tuesday volunteers.

Time Commitment and Schedule Details

Adult Education takes place all year and you can pick and choose your days and times. We’re looking for 2 -3 steady volunteers for Tuesdays and Fridays throughout the year. The time commitment is someone flexible, but between the hours of 8 a.m. and 4 p.m. are ideal. There will be some training with Laura Vogel prior to starting.

Benefits/Impact

This is an opportunity to make your way around the buildings, get to know staff, and have a hand in executing our very popular adult education classes. You will have first pick as an auditor for the classes that Laura is in charge of organizing. Auditors must help out with check-in and stay until after the class to help clean up. This is a great way to know what’s going on at the Arboretum!

Work Environment:

| x | Indoors       | x | Light Lifting |
|   | Outdoors      | x | Working individually |
| x | Sitting       |   | Working with children |
|   | Standing      | x | Working as part of a team |
| x | Some walking  |   |                       |

How to Apply for this Opportunity

All eligible volunteers must have completed and be up to date on their background check, safety of minors training module, and have a signed Volunteer Agreement and Release on file with the Volunteer Center. If you are eligible for this opportunity, please contact the Volunteer Center. If you’d like to find out more about becoming a volunteer, please click HERE.

Staff Supervisor & Contact Information

Volunteer Center volopp@umn.edu or 612 301-1738