Volunteer Job Description: Arboretum Guide

Become the Arboretum’s Friendly Face for Visitors: Join the Arboretum Guide Program
Become a member of the Arboretum’s trained volunteer guide corps and serve as the friendly face that personalizes an Arboretum visit for hundreds of people. Lead walking and bus tours of the Arboretum collections and gardens and of special seasonal exhibitions during the year, both for the general public and for visiting groups such as community organizations and garden clubs. Convey the Arboretum’s mission and work. Staff a roving informal information stop in high interest gardens as seasonal blooms advance.

Responsibilities
Vary depending on type of tour, season and location on the grounds.

Required Skills
- Must attend all trainings (see below)
- Enthusiastic and knowledgeable about plants
- A willingness to learn

Time Commitment and Schedule Details
- Attend 12 half-day training sessions per year, scheduled as 2 per month April-September
- Commit to lead 10 tours or informal information stops in the Arboretum gardens during the growing season
- Respond to calls for additional help, depending on your availability

Benefits
- Opportunity to gain in-depth knowledge of the Arboretum’s collections and operations from its curator, gardeners, researchers and other staff
- Contribute to the mission of the Arboretum

Work Environment:

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<tr>
<th>Indoors</th>
<th>Lifting</th>
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<table>
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<tr>
<th>Outdoors</th>
<th>Working individually</th>
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<tr>
<td>X</td>
<td>Working with children</td>
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<tr>
<th>Standing</th>
<th>Working as part of a team</th>
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How to Apply for this Opportunity
If you are currently an Arboretum Volunteer and would like to apply for this opportunity, please contact the supervisor. Applications are accepted and reviewed Jan-March each year; new Guides join the program in April.

Supervisor & Contact Information
Sandy Tanck, Manager of Interpretation, 952-443-1451, tanck001@umn.edu

To become an Arboretum Volunteer, you first need to complete the Arboretum Volunteer Application Form and participate in the screening and welcoming process. To get started please call the volunteer office at 952-443-1461 Monday, Wednesday, or Friday between 9AM – 4PM. Or visit our web site at http://www.arboretum.umn.edu and click on the volunteer tab.