Volunteer Opportunity Description: Development Clerical Support

Description/Purpose
The primary purpose of this position will be to assist the Annual Giving and Memorial Support team with projects, clerical needs and administrative support for the general operations of the Development Department.

Responsibilities/Tasks
- Provide clerical support with direct mail project fulfillment needs (i.e. copying, cutting, stuffing, collating and stamping envelopes)
- Possible other duties depending on the individual interest of the volunteer

Required Skills
- Accuracy and attention to detail is critical to this position
- Self-starter with excellent organizational skills
- Ability to work with minimal supervision

Time Commitment and Schedule Details
Seeking a weekly, ongoing commitment of at least three hours per week. This position will need to be done during normal business hours (Monday through Friday) with flexibility of start and end times to the individual’s schedule.

Benefits/Impact
This role will benefit the Arboretum in raising needed support. Volunteers assisting with the Development teams will have an opportunity to utilize administrative clerical skills, meet new people, and get a behind the scenes experience with non-profit gift processing and donor level relationships.

Work Environment:

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<th>Indoors</th>
<th>Lifting</th>
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<tr>
<td></td>
<td>Outdoors</td>
<td>Working individually</td>
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<tr>
<td>X</td>
<td>Sitting</td>
<td>Working with children</td>
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<td>X</td>
<td>Standing</td>
<td>Working as part of a team</td>
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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 and set up an interview.

Staff Supervisor & Contact Information
Angelica Fernholz, Development Assistant, afernhol@umn.edu, 612-301-1264

All Arboretum Volunteer opportunities are reserved for registered and active Arboretum Volunteers. All volunteers go through an orientation and screening process prior to applying for opportunities. Learn HOW TO BECOME A VOLUNTEER or call the Volunteer Center at 612-301-1203 to get started.