Volunteer Opportunity Description:
*Preschool & ECFE Clerical Marketing Assistant*

**Description/Purpose**
Be a part of one of the most popular Early Childhood program in the SW metro! PeaPods for Preschoolers will be back this summer and continue into fall, and we're seeking your help to get the word out! As the PeaPods marketer, you'll contact area ECFE groups and find out how to spread the word within their organizations. You'll contact and meet with local parent's groups (often bearing fun Arboretum goodies), to let everyone know about the Arboretum's incredible nature-based discovery program, designed for children with their parents.

**Responsibilities**
Regular weekly duties will include:
* online research to uncover current ECFE and parents groups
* contact each organization and ask how we can spread the word about PeaPods to their members
* weekly or monthly maintenance of online marketing opportunities
* Invite contacts and parents to “PeaPods free trial day,” currently scheduled 9:30am - 11am May 16.
* Meet and greet the guests you invited on above mentioned trial day.
* Maintain spreadsheet of all contacts and communications.

**Required Skills/Tasks**
* online research and communication experience (internet, email, form submissions)
* Ability to follow rules/regulations for postings for each unique group
* Flexibility to meet parents groups and coordinators at their locations for scheduled play group dates/times to distribute Arboretum goodies and promote PeaPods.
* The above requires reliable transportation
* Ability to attend and meet & greet May 16, 2015 9:30am - 11am
* Friendly demeanor that comes across well in writing and in person
* Excel
* Prompt, professional communications
* Organizational skills
* Attention to detail
* Ability to work within deadlines
* Ability to work independently, without close supervision
* Interest in sales and/or marketing is helpful
* Experience with attending or volunteering with PeaPods program a plus!
* Ability to do computer work from home a plus, though Arboretum computers may be available based on schedule availability.

**Additional Tasks, if desired**
Market Day Camps, Children's Garden and Summer Field Trips to older siblings of those you meet!
**Time Commitment and Schedule Details**
Seeking a weekly ongoing commitment of one day a week for 1 - 2 hours. Schedule may vary weekly based on groups you are meeting. This position is available to begin immediately, and ends in October 2015.

**Benefits**
Meet new people in a fun atmosphere! Use and develop your sales, marketing, communication and office skills! Help the Arboretum Education Department maintain quality and success!

**Work Environment:**

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<td>Outdoors</td>
<td>x Working individually</td>
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<td>Sitting</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**
Jill Leenay
Business Manager, Education
* email communication is preferred* leen0014@umn.edu
612-301-3484

To become an Arboretum Volunteer, you first need to attend a New Volunteer Orientation. To get started visit our website at [http://www.arboretum.umn.edu](http://www.arboretum.umn.edu) and click on the volunteer tab.