Volunteer Job Description: Class Registrar

Description

Make an Impression: Be a Volunteer Class Registrar
Do you enjoy meeting new people, learning new things and having fun at the same time? Become a volunteer class Registrar for the Arboretum Adult Education department. You’ll be the first person to meet, greet and sign in class attendees. Important job? “You betcha!” Just think of how important first impressions can be! You may not be an infomercial star, but you’ll do your best impression of one by briefly speaking to the group and motivating them to take future classes. Best of all, you will be helping the Arboretum achieve its educational mission and goals.

Responsibilities

- Pick up class registration packet, set up registration materials, assemble packets,
- Greet and check-in class attendees
- Complete class registration forms for last minute walk-in attendees
- Represent the education department by presenting a brief welcome statement at the start of a class
- Secure and submit the class registration packet at the close of registration
- Arrange for class evaluations to be submitted at the end of class
- Promote adult education classes at the visitor center during busy weekends/events as scheduled
- Liaison with Arboretum staff for last minute needs (Audio/Visual equipment, copies, lighting, room set up, etc.)

Requirements

- Be a patient, energetic, and outgoing person
- Be comfortable welcoming participants, and engaging them in conversation
- Be comfortable speaking in front of small groups of people (up to 30)
- Commit to a minimum of 2-3 shifts per month; approximately 90 minutes each
- Attend initial training, follow up training, and respond to performance evaluations

Benefits

- Choose your own work schedule based on your availability; classes are held on weekdays, weekends, day and evening.
- Optional class participation; for each registration shift you may choose to: Audit the class for free as a class observer or Participate fully in the class for ½ of the member registration fee

How to Apply for this Opportunity

If you are currently an Arboretum Volunteer and would like to apply for this opportunity, please contact the staff supervisor and set up an interview.

Staff Supervisor & Contact Information

Diane Fiebelkorn or Josie Milan – Education Registrar’s – 952-443-1422

Arboretum Education; 952-443-1422
3675 Arboretum Drive, Chaska, MN 55318