



## Cooking Program Administrative Assistant - Volunteer Job Description

Help us get the word out about the Arboretum’s Cooking Classes and help us stay organized too.

### Responsibilities

- Communicate information about education classes within the Arboretum by completing and submitting paperwork/forms.
- Copying recipes/handouts.
- Occasionally assist coordinator with phone calls or emails regarding marketing a class or canceling a class.
- Monitor brochure distribution points to see if they need replenishing.
- Update electronic files and paper filing.

### Requirements

- Be comfortable using a computer and learning basic software systems.
- Commit to a minimum of 2 shifts per month; approximately 90 minutes each.
- Attend initial training, follow up training.
- Register with Volunteer Coordinator and record your volunteer hours.
- Respond to requests for additional help, depending on your availability.

### Benefits

- Gain knowledge of internal Arboretum communication systems.
- Computer training for completing forms, etc. provided.
- Accrue volunteer hours quickly which translate into benefits such as a \$20 gift certificate to the Arboretum Gift Shop.
- Contribute to the mission of the education department – to provide experiences for people to explore the importance of plants in their lives. Most good food starts with plants!

### Work Environment:

X	Indoors	X	Lifting
	Outdoors	X	Working individually
X	Sitting		Working with children
X	Standing	X	Working as part of a team



Minnesota Landscape  
ARBORETUM

# ARBORETUM *Education*

UNIVERSITY OF MINNESOTA

## **Supervisor & Contact Information**

Allyson Rudy, Program Manager

Email: [rudyx020@umn.edu](mailto:rudyx020@umn.edu)

Phone calls can be directed to Learning Center Education Office: 952-443-1422