

# Volunteer Job Description: Education Web Marketing Team

## Help us get the word out: Join the Education Web Marketing Team

Join the education marketing team and help make sure people know about all the programs the Education Department has to offer. Team members will participate in many aspects of education marketing, that range from low tech to high tech including; flyer distribution, web site updates, and internal electronic communication. This team is integral to the education department meeting its mission of providing experiences for people to explore the importance of plants in their lives. Technical computer training provided.

### Responsibilities

- Update the Learn portion of the Arboretum web site, and monitor for accuracy and currency
- Enter class information into the on-line registration system
- Monitor brochure distribution points within the Arboretum
- Communicate information about education classes within the Arboretum by completing and submitting paperwork/forms
- Participate in team meetings as scheduled

### Required Skills

- Be comfortable using a computer and learning technical software systems

### Time Commitment and Schedule Details

- 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
- Respond to calls for additional help, depending on your availability

### Benefits

- Advanced computer training provided; web site maintenance and on-line registration system
- Contribute to the mission of the education department

### Work Environment:

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

### 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.

### Supervisor & Contact Information

Tim Kenny, Director of Education, 952-443-1448, kenny003@unn.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.