Volunteer Job Description: Gala in the Gardens, Wednesday, June 16, 2010 (Event 6-9pm)

Description/Purpose
An evening you won’t want to miss - beautiful gardens, fragrant peonies, al fresco reception & dining, jazz music and live auction. Volunteers are an integral part of making this signature fundraising event for the Arboretum a success!
http://www.arboretum.umn.edu/gala.aspx

Responsibilities & Required Skills/Tasks
Volunteers for our annual events are knowledgeable about the Arboretum, have stamina, are flexible and most importantly are friendly and ready to help! There are several volunteer jobs to choose from:

Decorations & Set Up (10 Volunteers) – This team of people helps prepare the site for the event. This is a some what physical job and involves some level of creativity and flexibility. Shift 8:30-1pm

Registration (8 Volunteers) – The registration volunteers will greet guest, check them in, give them their name tag and a program. You will also help direct guest as need. Shift 5:30-7pm

Hosts (2 Volunteers) – This duo will greet visitors outside the gate and be the first line of contact to our guests; you must be knowledgeable about the Arboretum and provide a friendly welcome. You will also assist with handing out programs. Shift 5:30-7pm

Seating Hosts (4 Volunteers) – Seating hosts will welcome guests to the dining tent and guide them to their tables. Shift 6:30-7:30pm

Live Auction Spotters (10 Volunteers) – Auction spotters will receive special training from our auctioneer. Spotters will be standing at designated points around the tent and will assist with spotting bidders during the live auction using flags. Shift 8-9pm

Time Commitment and Schedule Details

Decorations & Set Up (8:30am – 1pm) Check in at the Volunteer Center at 8:30am. Lunch provided.

Registration, Hosts, Seating Hosts, & Live Auction Spotters (4:45-9pm)
Check in will be in the Volunteer Center at 4:45pm followed by light meal and training from 5-5:30pm in the Snyder Auditorium

Additional information:
- All volunteers working at the event in the evening should wear black pants or skirt and a white shirt or top
- Please wear your Arboretum name tag, or one will be provided
- Volunteers are asked not to take any of the food or drink offered to event paying guests
- You may sign up for more then one position as long as the shift times do not overlap

Benefits
Help support one of the Arboretum’s biggest fundraising events of the year! At the same time it’s a great opportunity to have fun and make new friends.
Work Environment:

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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 staff supervisor to sign up.

Staff Supervisor & Contact Information
Email your job preference to arbvol@umn.edu or leave a voicemail at 952-443-1400 ext 5009

To become an Arboretum Volunteer, you first need to complete the Arboretum Volunteer Application Form and participate in a New Volunteer Welcome. To get started please visit our web site at http://www.arboretum.umn.edu and click on the volunteer tab.