Volunteer Opportunity Description:  
*Gratitude Giver!*  

**Description/Purpose**  
If you enjoy making others feel special, this position is for you! Arboretum on-site programs serve over 3,000 customers a year! And we'd like to do something special for each and every one of our class participants. Seeking individuals or a team of "gratitude givers" that will work behind-the-scenes to brighten the day for each of our class participants. Examples of "giving gratitude" include: creating a botanical name card to greet each guest, arranging for small take-home Arboretum goodies, writing personal Thank-You's to attendees...you are limited only by your imagination and creativity (well, OK, and also limited by budget)!

**Responsibilities**  
Regular duties will include:  
* in advance, decide upon the "something special" for each class' attendees.  
* Be accountable for the "something special" you commit to  
* Get creative with the supplies that are available or donated  
* Communicate your "something special" plans with the Education Business Manager, Program Manager, and registrars, if necessary  

Additional responsibilities, if desired:  
* attend a few Arboretum classes to see how attendees respond to your "something special," and to get new ideas  
* Keep a binder or folder that documents your "something specials"  
* Assist registrar with class administrative duties  

**Required Skills/Tasks**  
* Creativity  
* Accountability to your assigned task  
* Neat penmanship a plus  
* Willingness to communicate with other gratitude givers, if necessary  
* Ability to seek out "freebies" a plus  

**Time Commitment and Schedule Details**  
Seeking a weekly ongoing commitment of one day a week for 1 - 4 hours. Work individually or in small teams to accomplish each class' "something special." This position is available to begin immediately, and has flexibility over holiday times.

**Benefits**  
Brighten someone's day! Meet new people in a fun atmosphere! Help the Arboretum Education Department maintain quality and success!

**Work Environment:**

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<th>Indoors</th>
<th>Lifting</th>
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<td>Working individually</td>
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<td>Outdoors</td>
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<td>Working with children</td>
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x = Required
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 and click on the volunteer tab.