Volunteer Opportunity Description:
Volunteer Office Assistant for Education Department

Description/Purpose
Do you enjoy meeting new people and learning? You can be an integral part of sharing the Arboretum mission of connecting people with plants! Become a volunteer office assistant, helping provide office support for Arboretum Education Department’s school fieldtrips and adult education programs. The Education Office is at the Learning Center within the inspiring Arboretum grounds.

Responsibilities/Tasks
- Answer incoming phone calls
- Take class registration information over the phone
- Ability to enter data into computer forms and databases
- Email confirmations with attachments accurately.
- Read and navigate google calendar
- Help with preparing outgoing mailings
- Prepare registration materials for classes/events to include registration lists, name tags, and supply lists as appropriate.
- Learn the basics of new computer applications for registering, surveying, scheduling
- Quality control by cross-checking database schedule with master calendar for accuracy
- Email reminders for upcoming classes and field trips
- Send adult education evaluations using Survey Monkey program

Required Skills
- Proficiency with Microsoft Word, Excel and Access preferred, as well as experience with other computer applications and database entry
- Internet research
- Organizational skills
- Ability to work independently without close supervision, although a staff person will be in office with you to provide support and help answer questions
- Communication and interpersonal skills via phone and in person which occasionally requires patience.
- Attention to detail

Time Commitment and Schedule Details
Seeking an ongoing commitment of two days a week for 3-5 hours each day (anytime Mondays, Wednesdays, or Thursdays between 9:00am to 4pm). This position is available to begin immediately, and has flexibility over holiday times.

Benefits/Impact
Interesting and Rewarding work:
- Learn interesting information about the various field trip topics
- Be one of the first people to learn about adult education programs offerings
- Communicate with teachers to schedule their school field trips
- Contribute to the education mission of the MN Landscape Arboretum
- Connect with others who love the Arboretum and want to share it with school groups
- Gain additional office skills and experience
Work Environment:

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<td>Indoors</td>
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<td>Outdoors</td>
<td>X Working individually</td>
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<td>Standing</td>
<td>X Working as part of a team</td>
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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 supervisor and set up an interview.

Staff Supervisor & Contact Information

Josie Milan 612-301-1206 jymilan@umn.edu
Allyson Rudy 612-301-1210 rudyx020@umn.edu

All Arboretum Volunteer opportunities are reserved for registered and active Arboretum Volunteers. All volunteers go through an orientation and screening process prior to applying for opportunities. Learn HOW TO BECOME A VOLUNTEER or call the Volunteer Center at 612-301-1203 to get started.