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! As a volunteer office assistant you would be part of the Arboretum Education Department’s friendly team who coordinates school field trips and adult education programs. The Education Office at the Learning Center has windows and occasionally chocolate!

Responsibilities/Tasks - Computer competency is needed, however training on specific tasks is provided:

- Take class registration information over the phone
- Ability to enter data into computer forms and databases
- Help with preparing outgoing mailings
- Communicate with teachers to schedule their school field trips
- Learn the basics of our computer applications for registering, surveying, scheduling.
- Cross-check two calendars for matching date/time accuracy.
- Send emails with attachments for upcoming classes and field trips.
- Answering phone and taking messages as needed.

Required Skills

* Comfortable with Microsoft Word and Excel and Access preferred, as well as some experience with other computer applications and database entry.
* Internet searches
* Organizational skills
* Ability to work independently, although a staff person will be in the office with you to provide support and help answer questions.
* Communication and interpersonal skills via phone and in person
* Attention to detail

Time Commitment and Schedule Details

Seeking an ongoing commitment of one to two days a week for 2 ½ - 4 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
- Contribute to the education mission of the MN Landscape Arboretum
- Connect with others who love the Arboretum and want to share it
• Gain additional office skills and experience

**Work Environment:**

<table>
<thead>
<tr>
<th></th>
<th>Lifting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indoors</td>
<td></td>
</tr>
<tr>
<td>Outdoors</td>
<td>X Working individually</td>
</tr>
<tr>
<td>Sitting</td>
<td>Working with children</td>
</tr>
<tr>
<td>Standing</td>
<td>X Working as part of a team</td>
</tr>
</tbody>
</table>

**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](mailto:jymilan@umn.edu) or call the Volunteer Center at 612-301-1203 to get started.*