Volunteer Opportunity Description:
*Outdoor Arboretum Ambassador*

**Description/Purpose**

OUTDOOR ARBORETUM AMBASSADORS
During the height of the busy season at the Arboretum, we are currently seeking Outdoor Arboretum Ambassadors to provide guests with information and directions during their visit. Arboretum Ambassadors will be placed near the entrance to Three-Mile Drive and the Rose Garden in covered booths. These volunteers will assist with: Welcoming visitors (many first-time visitors to the Arboretum), providing directions, offering ideas for where to go and what to see and other duties as assigned (see responsibilities/task below). Offering general membership information. These volunteer positions are vital in helping promote a positive and memorable visitor experience.

**Responsibilities/Tasks**

OUTDOOR ARBORETUM AMBASSADORS

We are looking to sign up one volunteer per 4 hour shift, per weekday and weekend day.

Below is a list of possible tasks that the volunteer may be asked to assist with (this list is an example; there may be other tasks as assigned):

- Help greet, answer general membership application and benefits questions, provide directions, assist in finding brochures, or offer some suggestions of ‘what to do today’
- Assist with membership information or sales
- Other tasks as assigned based on schedule of events and high traffic needs

**Required Skills**

- Must have a friendly manner and be comfortable talking to the public
- Team work attitude
- Ability to anticipate needs and have the flexibility to assist wherever is most needed
- Informed about Arboretum activities for the week/weekend (or ask/check the website before arrival)
- Good problem-solver
- May require some standing, walking and light lifting.
- Interest in the Arboretum by

**Time Commitment and Schedule Details**
Volunteers can sign up for 2 hour shifts (or multiple timeslots) between 11 a.m. and 3p.m. on Thursday, Friday, Saturday & Sunday from May-October.
Training
There will be two training sessions offered. **April 28 from 10 a.m. - 1 p.m. and May 1 from 10 a.m. to 1 p.m.**

Volunteers are welcome to sign up for the training by visiting www.SignUpGenius.com/go/30E0D4AAFAF29A1FE3-arboretum or call 612-301-7727.

**Additional Training Commitment:**
Each Arboretum Ambassador is required to commit to 4 hours of additional training.
1 session (4 hours)

**Volunteer Commitment:**
Each volunteer would be asked to commit to a minimum of 8 hours per month.

**Schedule of needs:**
11 a.m. - 3 p.m. - Friday, Saturday & Sunday (May - October - Weather Permitting)

If you feel you need training in advance of your shift on specific responsibilities and tasks, a time can be arranged to learn and observe. Please notify Renae Stuewe (contact information below) if you would like additional training or have questions about any of the specific responsibilities or tasks.

**Benefits/Impact**
Help promote the Arboretum as a welcoming place for all by sharing your knowledge and enthusiasm for this wonderful place during this special new visitor/member promotion. Be a part of a team, and help the Arboretum fulfill its mission.

**How to Apply for this Opportunity**
If you are currently an Arboretum Volunteer and would like to sign up for this opportunity, please log in to sign-up genius to view the schedule and available positions.

**Staff Supervisor & Contact Information**
If you have questions about responsibilities and tasks or need additional training, please contact Renae Stuewe.

**Renae Stuewe**
Membership Associate
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