Volunteer Job Description: *Pancake Brunch Volunteers - March 19, 2016*

**Description/Purpose**
Join the Arboretum at the annual Sugarbush Pancake Brunch by volunteering at this wonderful family event! We will provide all of our volunteers with a delicious breakfast and training.

**Responsibilities**
Volunteers are integral in making this fun event a success! Volunteer roles include:
- Be our ‘Mr. or Mrs. Pancake!’ Act as a fun, costumed pancake to greet families, take photos with them, and lighten the day. Costume provided. (1 to 2 volunteer(s) needed)
- Greeters/traffic flow helpers (2 - 4 volunteers needed)
- Preparing coffee (2 Volunteers needed)
- Dining Zone Team Members (Performing such tasks as: table service (cleaning and clearing tables), restocking tables with supplies, delivering pancakes to guests, distributing juice, coffee and milk to guests). (20 volunteers needed for each shift)
- Maple Syrup Self Guided Tour Hosts (3 volunteers needed) – Mostly outdoors (some going in and out). The volunteer’s role will be to help inform, excite, direct and sometimes guide visitors to the maple demonstrations and self guided tours.

**Required Skills/Tasks**
- Most roles require the ability to stand or walk around for several hours, and sometimes to carry light to medium loads.
- Ability to go with the flow and make changes as directed.
- We are looking for energetic, fun and social volunteers to help make the event fun and family friendly!
- Most volunteers will work in small groups or teams to serve various dining zones. Team work for these roles is a must! There are some roles which work more independently.
- Other volunteer roles include: greeters, refill syrup containers, make and re-fill coffee or stock stations with supplies.

**Time Commitment and Schedule Details**

**First Shift, Saturday March 19th 7:00 a.m. – 10:45 a.m.**
*Training and light breakfast provided at 7 a.m. Actual event runs from 8 am – 1 pm. Room location for training is TBD and will be communicated in a reminder email at least one week before the event.*

**Second Shift, Saturday, March 19th 10:00 a.m. to 1:30 p.m.**
*Training and light breakfast provided at 10 a.m. You will be taking over for your earlier counterpart and will assist with clean up.*

Anyone may volunteer for consecutive shifts.

**Benefits**
Work together as a team and get to know other Arboretum Volunteers. Have fun interacting with families as they enjoy delicious MN maple syrup and all you can eat pancakes! Help families discover and learn the history of maple syrup and how it’s tapped.

**Work Environment:**
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 listed below. Email signup preferred.

When sending your request to sign up for this opportunity, please indicate the following:
- Full name
- Contact info (best phone and email to reach you at)
- Any limitation you may have
- *Role requests

*Roles are assigned on a first come first serve basis – and are assigned at the discretion of the volunteer manager. You may request a specific role, and the volunteer manager will do her best to fulfill your request based on availability. Thank you for your understanding!

Staff Supervisor & Contact Information
Please contact Kim Carrier, Volunteer Program Coordinator
Phone: 612-301-1203
Email: arbvol@umn.edu