Volunteer Opportunity Description:

Catalog Distribution Assistant - Local Area

Description/Purpose

The classes offered at the Arboretum are often a secret to the general public. Help us get the secret out! This volunteer position will take on the task to get new "Classes" catalogs into the public sphere. Using a previously started spreadsheet of businesses and public places, the volunteer in this position will stock and re-stock catalogs in these places (and new places) on an as-needed basis.

Responsibilities/Tasks

* Call and make contact with existing and new businesses who agree to distribute the catalog.
* Keep track of your efforts and communications using a pre-existing Excel document.
* Using your own vehicle, drive to businesses within a 10 mile radius of the Arboretum to personally deliver the catalogs.
* Make and label certain catalogs with track-able coupon codes, as needed. You will be trained how to do this.

Required Skills

* Ability to lift 15-20 pounds into and out of your vehicle, which is about what a case of catalogs weighs
* Working knowledge of Excel, to track and document your work.
* Reliable vehicle to drive within a 10 mile radius of the Arboretum
* Smiling, happy social demeanor
* Ability to work independently, reporting to supervisor as needed.

Time Commitment and Schedule Details

Ongoing, self-managed opportunity during business hours, or on weekends as desired.

Benefits/Impact

The education department is an integral part of the Arboretum. Our mission to connect people and plants is clear in every class that we offer. We need to continually strive to increase our visibility throughout the community. Help be a vital part of the connection!

**Volunteers who sign up for this will meet new people, learn about local communities, and gain experience in a self-managed role with measurable outcomes.**

Work Environment:

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<th>Indoors</th>
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<td>Outdoors</td>
<td>Working individually</td>
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<td>Sitting</td>
<td>Working with children</td>
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<td>Standing</td>
<td>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

Jill Leenay, Education Department Business Manager. Contact by EMAIL at leen0014@umn.edu

To become an Arboretum Volunteer, you first need to attend a New Volunteer Orientation. To get started please call the volunteer office at 952-443-1461 or visit our website at http://www.arboretum.umn.edu and click on the volunteer tab.