Volunteer Job Description: *Traditional Monthly Teas & Holiday Tea Volunteers Needed!*

Description/Purpose
Volunteers are needed to help lend a special touch to the Arboretum’s Traditional and Holiday Teas. With a menu of delicious scones and pastries, sweets and savories, guests are sure to enjoy this special Arboretum treat! More information found here.

Responsibilities
- Help set up the Tea Room and prepare for guests
- Serve tea and sweets to guests
- Help with clean up

Required Skills/Tasks
- Must be available to work at least one of the following shifts (see Time Commitment and Schedule Details below)
- Friendly, courteous, outgoing
- Able to be on your feet for several hours
- Some light to moderate carrying and lifting required

Time Commitment and Schedule Details
Must be available to work at least one of the following shifts:

**Traditional Monthly Teas**

*2:30-4 p.m.*

*Tea Room, Snyder Building*
Second Wednesday Each Month:
2014: Nov. 12

**Holiday Teas 2014**

*2:30-4 p.m.*

*Tea Room, Snyder Building*

*Actual tea times are 2:30-4 p.m. in the Snyder Tea Room, but volunteers are required to come early for set up and stay a bit after to help with clean up.*

Benefits
Help families and friends continue old traditions or make new ones by enjoying the traditional holiday teas! Enjoy the spirit of the holidays and make new friends!
**Work Environment:**

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<th>Indoors</th>
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<tr>
<td>Outdoors</td>
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<td>Working individually</td>
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<td>Sitting</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 staff supervisor listed below.

**Staff Supervisor & Contact Information:**
Kristyn Wade, Arboretum Catering and Events Manager  
[wadex170@umn.edu](mailto:wadex170@umn.edu)

To become an Arboretum Volunteer, you first need to complete the Arboretum Volunteer Application Form and participate in a New Volunteer Orientation. To get started please visit our website [www.arboretum.umn.edu](http://www.arboretum.umn.edu) and click on the “Support Us” icon.