

Volunteer Job Description: Events Team

Become a volunteer and join the Events Team! Volunteers on the Events Team will help make some of the Arboretum's most memorable events even more spectacular! This is a fast-paced, high-energy volunteer opportunity.

Responsibilities

Responsibilities will vary widely depending on the event. Examples: greeting guests, setting up displays, setting tables, moving tables and chairs, serving food, pouring drinks, cleaning up, directing visitors, etc.

Events Include:

Pancake Brunch, Saturday and Sunday, March 27 and 28, 2010

Annual Gala in the Gardens, the MLA's largest fund-raising event, Wednesday, June 16, 2010

Toast and Taste, late summer or early autumn 2010

Holiday Season Décor Team, early autumn through Thanksgiving

Required Skills

- Extremely flexible and able to step up and perform various job roles
- Self-starter
- Pro-active
- Detail-oriented
- Highly-motivated
- High-energy
- Social/gregarious/people person
- Good sense of humor
- Composed – not easily flustered

Time Commitment and Schedule Details

- Depends on the nature of the event
- Must attend a once-yearly training meeting (January 7, 2010)
- Must be able to commit to at least a 4 hour shift at the event(s)

Benefits

- Take part in some of the most spectacular events the Arboretum has to offer
- Meet new friends

Work Environment:

X	Indoors	X	Lifting
X	Outdoors		Working individually
	Sitting		Working with children
X	Standing	X	Working as part of a team

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.

Supervisor & Contact Information

Please contact the Volunteer Coordinator at 952-443-1437 or arvol@umn.edu