Volunteer Opportunity Description: *Spotlight Series event assistance*

**Description/Purpose**

Assist with event set-up and guest check in

**Responsibilities/Tasks**

Assist with room arrangement – setting up chairs, putting out flyers, etc

Check in guests as they arrive

**Required Skills**

**Time Commitment and Schedule Details**

- **Tuesday, April 19, 2016** 5:30-8:30pm
- **Wednesday, May 19, 2016** 6:30-9:30am

**Benefits/Impact**

This is a stewardship event for our friends of the Arboretum who contribute annually to support, preserve and protect the Arboretum. Volunteers are welcome to stay for presentations.

**Presentations:**

**Rare Book Tour**

*Tuesday, April 19, 2016; 6-8pm*

*Location: Andersen Horticultural Library*

Join us for an evening of entertainment at the Arboretum. Appetizers, music and the highlight of the evening, small group tours of the rare book collection in the Andersen Library. The Rare Book & Journal Collection includes 16th century herbals, 21st century florilegia, and an array of important and beautiful works in-between. The focus of the collection is on botany, horticulture, natural history, and landscape design.

**Breakfast with the Birds**

*Wednesday, May 19, 2016 7-9am*

*Location: Arboretum Cafe followed by a nature walk*

Let us treat you to a light breakfast before Matt Schuth leads the group out into the morning light for a nature walk to discover the birds of spring in Minnesota. Matt enjoyed 30 years as an employee of the Minnesota Landscape Arboretum and Horticultural Research Center. Now retired, Matt continues to volunteer as a much adored naturalist.

**Work Environment:**

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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

Wendy Composto, Associate Development officer business and corporate relations
Comp0002@umn.edu or 612-625-0856

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.