Volunteer Job Description:  *Toast and Taste in the Gardens, Thursday, July 29, 2010 (Event 6-9pm)*

**Description/Purpose**

**Responsibilities & Required Skills/Tasks**
Volunteers for our annual events are knowledgeable about the Arboretum, have stamina, are flexible and most importantly are friendly and ready to help! There are several volunteer jobs to choose from:

**Set Up (8 Volunteers)** – The set up volunteers will wipe tables, pin table clothes and ensure each vendor has their supply box. Volunteers will also assist vendors with set up of their gazebo/station and ensure they have adequate supplies. **Shift 2-5pm**

**Check – In (16 Volunteers)** – Responsibilities include Checking in guests, assisting with nametags, and handing them their tasting glass. **Shift 5:00-7:30pm**

**Hosts (2-4 Volunteers)** – Host are knowledgeable people that can answer guests questions about the Arboretum, help people find their way around, and provide information about membership. **Shift 5-9pm**

**Concierges (8 Volunteers)** – Very similar to the duties of hosts, these volunteers will be located throughout the event site near large maps to help direct and guide people to the event participant booths. Primary role will be to greet, guide and excite people for where they are and what is to come. **Shift 5-9pm**

**Time Commitment and Schedule Details**
Set Up Volunteers – meet at 2pm in the Volunteer Center to check in, and then stay for a light meal at 5pm before the event.

**Check-In, Hosts, & Concierges,–** meet at 5pm in the Snyder Auditorium to check in followed by light meal and training from 5-5:30pm.

**Additional information:**
- All volunteers working at the event in the evening should wear black pants or skirt and a white shirt or top
- Please wear your Arboretum name tag, or one will be provided
- Volunteers are asked not to take any of the food or drink offered to event paying guests
- You may sign up for more than one position as long as the shift times do not overlap
- Position availability is on a first come first serve basis

**Benefits**
Help support one of the Arboretum’s biggest fundraising events of the year! At the same time it’s a great opportunity to have fun and make new friends.

**Work Environment:**

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<td>X Standing</td>
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<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 to sign up.

Staff Supervisor & Contact Information
Email your job preference to arbvol@umn.edu or leave a voicemail at 952-443-1461

To become an Arboretum Volunteer, you first need to complete the Arboretum Volunteer Application Form and participate in a New Volunteer Welcome. To get started please visit our web site at http://www.arboretum.umn.edu and click on the volunteer tab.