Volunteer Job Description: Learn Catalog Distribution Team

Help us get the word out: Join the Learn Catalog Distribution Team
The enthusiasm and dedication of our volunteers inspires the Arboretum’s board, staff and visitors. Join a group of dedicated volunteers seeking distribution channels for the Learn catalog. This team is integral in helping the Education department meet its mission of providing experiences for adults and children to explore the importance of plants in their lives.

Responsibilities

- Promote Learn brochure electronically
- Develop both an onsite and offsite distribution plan for the Learn catalog
- Establish contact with libraries & other offsite venues to distribute the catalog
- Design and implement an Education ‘Show and Tell’ to get the word out about Education activities
- Develop a concept describing how Education and the Master Gardeners can work together in providing plant information to the public
- Participate in team meetings as scheduled

Required Skills

- Be comfortable and knowledgeable about promoting the Arboretum
- Be outgoing and enjoy talking to people
- Have a good dose of patience and sense of humor

Time Commitment and Schedule Details

- Attend initial training and follow up training
- Commit to a minimum of two to three shifts per month. (minimum of 90 minutes each)
- Computer skills helpful

Work Environment

<table>
<thead>
<tr>
<th>Indoors</th>
<th>Working individually</th>
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</thead>
<tbody>
<tr>
<td>Sitting</td>
<td>Working as part of a team</td>
</tr>
<tr>
<td>Standing</td>
<td>Interacting with visitors</td>
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</tbody>
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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.

Supervisor & Contact Information
Josie Milan, Education Registrar, 952-443-1422, jymilan@umn.edu

To become an Arboretum volunteer, you need to complete the Arboretum volunteer application and participate in the screening and welcoming process. To get started please call the Volunteer office at 952-443-1461, Monday, Wednesday or Friday between 9 a.m. and 4 p.m. You can also visit our web site at http://www.arboretum.umn.edu and click on the volunteer tab.