Volunteer Opportunity Description: **Membership Desk Volunteer**

**Description/Purpose**

Many guests that visit the Arboretum decide to become members, so it is vital to the success of the Arboretum to offer multiple ways for non-members to become members. This volunteer position would assist the membership crew in everyday sales, customer service and benefit needs at the Membership Desk.

**Responsibilities/Tasks**

A few of the job duties include:

- Onsite sales of new, gift, renewal and donor level memberships.
- Greet visitors and members, present information on daily events, seasonal exhibitions, and benefits of membership.
- Responding to queries and requests (phone/email).

**Required Skills**

Friendly, outgoing personality, attention to detail, and great customer service skills.

**Time Commitment and Schedule Details**

Ongoing with weekend availability.

**Benefits/Impact**

The membership crew is responsible for raising $1.6M this year to help the Arboretum grow! Be a part of that team as we strive to increase membership.

**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**

If interested please email Renae Stuewe at rjstuewe@umn.edu or call 612-301-7727.
All Arboretum Volunteer opportunities are reserved for registered and active Arboretum Volunteers. All volunteers go through an orientation and screening process prior to applying for opportunities. Learn HOW TO BECOME A VOLUNTEER or call the Volunteer Center at 612-301-1203 to get started.