Volunteer Job Description: Weekend Membership Sales Assistant

Description/Purpose
Be the center of attention! Your help is needed on weekends in May & June at the Membership Sales Desk in the Great Hall. You’ll be assisting a staff person, writing up application forms and providing customer service to new or renewing members.

Responsibilities
• Assist with new and renewing membership applications

Required Skills/Tasks
• Have a general knowledge of the Arboretum, its programs, facilities and grounds
• Be knowledgeable about the membership process and perks associated with joining the Arboretum or be willing to learn
• Be friendly and approachable

Time Commitment and Schedule Details
Preferred hours are Saturdays 10:00-1:00 or 1:00-4:00, Sundays 11:00-2:00 or 2:00-5:00

Benefits
• Be an integral part of the Arboretum by assisting staff with the important task of bring in new memberships
• Assist existing members with continuing/renewing their memberships
• Great opportunity to socialize and make new friends

Work Environment:

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Working individually
Working with children
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.

Staff Supervisor & Contact Information
Leslie Cooney
coone006@umn.edu
952-443-1438

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 call the volunteer office at 952-443-1461 Monday, Wednesday, or Friday between 9AM – 4PM. Or visit our web site at http://www.arboretum.umn.edu and click on the volunteer tab.