Volunteer Job Description: Snyder Reception Desk Greeter

Become a volunteer and join the Visitor Services Team! Volunteers on the Visitor Services team will be responsible for taking our customer service to the next level. Join our team to make a difference in the visitor experience here at the Arboretum!

Responsibilities
You will be located at the Snyder Building Reception Desk. You will need to be available to greet visitors, give directions, inform people of ‘must see spots’, greet everyone who walks through the lobby, provide information when asked by using the Arboretum website, keep up to date on events of the day (will be provided to you).

Required Skills
• Exhibit Friendly/Welcoming behavior
• Some knowledge of plants is ideal but willing to find out the answer when you don’t know
• Good communication skills
• Some computer knowledge (be able to navigate the Arboretum website is ideal)
• Pro-active
• Detail-oriented
• High-energy
• Social/gregarious/people person
• Good sense of humor
• Composed – not easily flustered

Time Commitment and Schedule Details
• Must be able to commit to at least a 4 hour shift each week
• Weekdays & weekend shifts are available

Benefits
• Learn more about the Arboretum
• Be a part of a growing organization
• Pride that you are increasing our Visitor Service level commitment!

Work Environment:

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<th>Indoors</th>
<th>Lifting</th>
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<tr>
<th>Outdoors</th>
<th>Working individually</th>
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<table>
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<tr>
<th>Sitting</th>
<th>Working with children</th>
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<table>
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<th>Standing</th>
<th>Working as part of a team</th>
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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.

Supervisor & Contact Information
Please contact Lindsay Sypnieski, Visitor Services & Reservations Manager at 952-443-1427 or lsypnies@umn.edu

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Minnesota Landscape Arboretum Volunteer Department