

## 2017 VOLUNTEER JOB DESCRIPTION

1. Job Title: **Arbor Day Volunteer**
2. Time of year/months of the year this job holder will be actively engaged:  
**April 28 and/or 29 2017**
3. This job requires a one-time commitment.
4. Minimum number of hours per day we anticipate you will need to expend to complete the job: **2-6 hours**
5. The Arboretum staff member who will supervise your work: **Molly Davis**  
The Friends volunteer who will supervise your work: Dawn Bazner
6. Job description:  
The Arbor Day Volunteer will work in various positions as determined by the Arbor Day planning committee. Because the Arbor Day celebration is an outdoor event, volunteers must be able to work in inclement weather. In general, volunteers must be flexible and willing to move to other assignments as needed throughout their shift.

The job positions include:

- **Set Up:** 1:00pm-5:00pm, Friday, April 28. Set up tables, signage, decoration and other materials. Must be able to lift and carry 25 lbs.
- **Dichotomous Tree Selection Key:** Minimum 2 hours, Friday, April 28. Construct tree maze under direction of Dawn Bazner. (20 slots)
- **Costumes:** 10:00am-2:00pm, Saturday, April 29. Provide fun atmosphere and entertainment for Arbor Day visitors. Must have prior experience and background check on file with Arboretum. Weather permitting.
- **Friends of the Arboretum Table:** 10:00-12:00 OR 12:00pm-2:00pm, Saturday, April 29. Encourage Arbor Day visitors to become Friends members, care for the Arboretum, and promote Friends. (4 slots, seasoned volunteers only)
- **Tree Giveaway:** 10:00am-12:00pm OR 12:00pm-2:00pm, Saturday, April 29. Must have prior experience or significant plant knowledge.
- **Tear Down:** 2:00pm-4:00pm, Saturday, April 29. Remove signage, decorations, tables, etc. Must be able to lift and carry 25 lbs.