2017 VOLUNTEER JOB DESCRIPTION

1. Job Title: Birdhouse Display and Silent Auction Volunteer

2. Time of year/months of the year this jobholder will be actively engaged:
   February through May (Event is Thursday, April 20 – Sunday, May 7)

3. This job requires a monthly commitment:

4. Minimum number of hours per week we anticipate you will need to expend to complete the job: 1-2 hours for monthly meetings, 3-4 during event

5. The Arboretum staff member who will supervise your work: Jesse Dahl

6. The Friends Volunteers who will supervise your work:
   Tony Brusate and Nancy McNally

7. Job description:
   Volunteer will help the Friends plan, organize and carry out annual display and auction of birdhouses.

   The job includes the following tasks:
   
   - Community promotions, poster distribution and promotion mailings
   - Set up and take down birdhouses in Visitor Center and gardens
   - Set up Silent Auction in Visitor Center
   - Maintain vote ballots and auction bids
   - Facilitate birdhouse auction and reception
   - Volunteer must be available April 17-19 8:30 am – 4:00 pm for set up

Preferred traits and skills:

- Interest in birds and crafting of birdhouses
- Excellent organization skills
- Willing to offer creative solutions
- Previous experience with silent auction events preferred