

## 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