

2017 VOLUNTEER JOB DESCRIPTION

1. Job Title: **Community Relations Committee Member** Positions Available: **4**
2. Time of year/months of the year this job holder will be actively engaged:
Year-round
3. This job requires a **monthly** commitment.
4. Minimum number of hours per **month** we anticipate you will need to expend to complete the job: **2-3 hours**
5. The Arboretum staff member who will supervise your work: **Molly Davis**
6. Job description:

Tasks include delivery of visitor brochures to entities in Lexington, write articles for newsletter, and preparation of newsletters for circulation.

The job includes the following tasks:

- **Delivery:** Count brochures into packs of 25, loosely secure with rubber bands and deliver packages to designated locations.*
- **Assembly:** Compile, label, and sort newsletters
- **Writing:** Compose timely and articulate articles for the newsletter

Preferred traits and skills:

- Furnish proof of insurance and excellent driving record
- Efficiently organize materials and deliver in a timely manner
- Previous experience writing short, relevant articles preferred

*Please note that while we are unable to reimburse you for mileage, we will gladly give you a “donation in kind” form to use to document mileage incurred as part of the volunteer job.