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.