

2017 VOLUNTEER JOB DESCRIPTION

1. Job Title: **Education Outreach Specialist**
2. Time of year/months of the year this job holder will be actively engaged:
Year-round
3. Level of Commitment: **As needed, typically 1-2 events a month**
4. Minimum number of hours per week we anticipate you will need to expend to complete the job: **3-4 hours**
5. The Arboretum staff member who will supervise your work: **Jackie Gallimore**
6. Job description:
Education Outreach Specialists attend events in the community on behalf of The Arboretum.

The job includes the following tasks:

- Complete a Kentucky Children's Garden Volunteer Training that includes a background check.
- Arrange an appointment to pick up materials from The Arboretum.
- Attend events in the community including school science nights, annual events at other organizations, etc. (which are selected and arranged by the Children's Education Coordinator).
- Present displays, activities and information provided by the Children's Education Coordinator.
- Requires a mode of transportation, ability to lift and carry up to 20 pounds.
- Depending on the event attended, you may need to sit or stand for various lengths of time. You may be indoors or in various weather conditions outdoors.

Preferred traits and skills:

- Interest in learning and presenting information to the public.
- Ability to engage with the public in a professional and friendly manner.