2017 VOLUNTEER JOB DESCRIPTION

1. Job Title: Friends Membership Committee Member

2. Time of year/months of the year this jobholder will be actively engaged:
   Throughout the year.

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 (varies)

5. The Arboretum staff members who will supervise your work:
   Molly Davis and Janet Cabaniss

6. The Friends Volunteer who will supervise your work:
   Janet Raider and Nancy McNally

7. Job description:
   Promote Friends of the Arboretum memberships to support the Arboretum.
   The job includes the following tasks:
   • Prepare membership brochure
   • Attend Arboretum events and outreach venues to promote membership
   • Contribute creative ideas for increasing membership and setting up membership displays
   • Engage in follow-up correspondence

Preferred traits and skills:
• Thorough knowledge of Arboretum programs and features
• Comfort and experience with public interaction
• Previous experience with other volunteer support organizations preferred