

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