2017 VOLUNTEER JOB DESCRIPTION

1. Job Title: Friends’ Plant Exchanges Volunteer

2. Time of year/months of the year this jobholder will be actively engaged: Saturday, May 13 and Saturday, October 21, 9:00 am- 11:00 am.

3. This job requires a one-time commitment.

4. Minimum number of hours per week we anticipate you will need to expend to complete the job: 2-3 hours

5. The Arboretum staff member who will supervise your work: Janet Cabaniss

6. The Friends of the Arboretum member who will supervise your work: Dawn Bazner

7. Job description:
   Assist participants in identifying and labeling plants in preparation for the exchanges.
   The job includes the following tasks:
   • Set up Exchange, signage and check-in table
   • Assist guests with plant identification
   • Direct plant exchange guests

Preferred traits and skills:
• Extensive plant knowledge
• Active and friendly