

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