

2017 VOLUNTEER JOB DESCRIPTION

1. Job Title: **Hospitality Committee Member**
2. Time of year/months of the year this job holder will be actively engaged: **Throughout the year.**
3. This job requires a **monthly** commitment: There are 5-6 events during the year, which will require planning meetings as well as event attendance.
4. Minimum number of hours per week we anticipate you will need to expend to complete the job: **1 hour per meeting, 2-3 hours per event.**
5. The Arboretum staff member who will supervise your work: **Janet Cabaniss**
6. The volunteers who will supervise your work: **Debbie Johnson and Susan Umberger**

7. Job description:

Assist the Arboretum with events and receptions.

The job includes the following tasks:

- Provide refreshments for Arboretum events and receptions
- Assist with catering
- Set-up and tear down/clean up

Preferred traits and skills:

- Willing to work on a team
- Communication skills
- Enjoy preparing foods
- Can show creative initiative in set-up and decorations