VOLUNTEER JOB DESCRIPTION

1. Job Title: Kentucky Children’s Garden Event Volunteer

2. Months of the year this job holder will be actively engaged: March through October

3. Level of Commitment: as needed, typically once a month

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

5. The Arboretum staff member who will supervise your work: Jackie Gallimore

6. Job description:
   Event Volunteers will staff stations and engage visitors in activities.

   The job includes the following tasks:
   
   • Complete a Kentucky Children’s Garden Volunteer Training that includes a background check.
   • Review the lesson plan before the event and prepare as needed.
   • Help to set up stations before the event begins.
   • Present information and activities to children and their families. Assist them as able and as needed.
   • Engage with guests in a professional and friendly manner.
   • Help clean up after events.
   • Must be able to sit and stand in various weather conditions for a length of time.