

## 2017 VOLUNTEER JOB DESCRIPTION

1. Job Title: **Kentucky Children's Garden Greeter**
2. Time of year/months of the year this job holder will be actively engaged:  
**March - October**
3. Level of Commitment: **Varies**, you can choose to come biweekly, weekly or daily, depending on your level of interest and available time
4. Minimum number of hours per week we anticipate you will need to expend to complete the job: **2 hours**  
**Shifts are 9:45 am – 12:00 pm, 12:00 pm – 2:00 pm and 2:00 pm – 4:00 pm**
5. The Arboretum staff member who will supervise your work:  
**Jackie Gallimore**
6. Job description:  
Kentucky Children's Garden Greeters welcome and assist guests at the gates of the Kentucky Children's Garden (KCG).

The job includes the following tasks:

- Complete a Kentucky Children's Garden Volunteer Training that includes a background check.
- Ensure that entering guests are wearing wristbands.
- Explain to unaware visitors that the KCG is an admission garden and that they can purchase tickets at the Visitor Center.
- Welcome guests as they enter the garden and inform them of activities. Remind them that shoes are required at all times.
- Prepare activity materials as needed.
- Ask exiting guests if they would be willing to fill out a survey.
- Sit in various weather conditions.

Preferred traits and skills:

- Ability to engage with guests in a professional and friendly manner.