

## 2017 VOLUNTEER JOB DESCRIPTION

1. Job Title: **Membership Assistant**
2. Time of year/months of the year this job holder will be actively engaged: **Year-round**
3. This job requires a **weekly** commitment when work is available.
4. Minimum number of hours per week we anticipate you will need to expend to complete the job: **12:00pm-4:00pm Tuesdays and/or Thursdays**
5. The Arboretum staff member who will supervise your work: **Janet Cabaniss**
6. Job description:  
The membership assistant helps the membership coordinator to remind members to renew their memberships, thanks renewing and new members for their memberships and mails cards for their use, and assists in preparing members' records for entry into the data system.

The job includes the following tasks:

- **Membership expiration:** Fold renewal letters, insert renewal envelopes, stuff and seal, stamp renewal letters for mailing
- **Renewal:** Complete membership cards for renewing members, collates card with new-member/renewing-member letter and mailing envelope, inserts Better Homes subscription card, stuffs, seals, stamps for mailing.
- **General:** alphabetization of various forms, marking for filing, filing
- **Appreciation:** send hand-written thank you notes to new and renewing Friends of the Arboretum members

Preferred traits and skills:

- Must have very neat, clean, legible and pleasing handwriting
- Organization
- Cooperation
- Attention to detail
- High standards for office output

Because it is not possible to predict the number of renewal responses or new memberships each week, please be available to be called in to work on the Tuesday or Thursday of the following week, when we know we will have work.