

## 2017 VOLUNTEER JOB DESCRIPTION

1. Job Title: **Party for the Pumpkins Fall Family Festival Volunteer**
2. Months of the year this job holder will be actively engaged:  
**July through October (Event is Saturday, October 14, 2:00 pm - 6:00 pm)**
3. This job requires a monthly commitment: Monthly meetings in July and August; bi-monthly meetings in September; as needed in October.
4. Minimum number of hours per week we anticipate you will need to expend to complete the job: 1 hour per meeting, more hours closer to event date
5. The Arboretum staff members who will supervise your work:  
**Jackie Gallimore and Molly Davis**
6. The Friends Volunteers who will supervise your work:  
**Nancy McNally, Dawn Bazner and Zinnah Caluag**
7. Job description:  
Plan, organize and accomplish various crafts, booths, activities and more for the Fall Family Festival.

The job includes the following tasks:

- General planning for activities and layout, PR requests, sponsor letters, tickets, vendor planning and correspondence, campus/community volunteer outreach
- Plan, prepare and supply crafts & activity
- Manning welcome tables on event day
- Costumes: prep and event day creatures
- Signage for parking
- Event day set-up and take down
- Pumpkin pickups, distribution, tent setup and takedown
- Prepare and set up food tents

Preferred traits and skills:

- Enjoys working with children
- Has prior experience with planning a large event
- Team player
- Willing to commit the necessary time and follow through
- Fun and friendly!