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!