



TYLER ARBORETUM CRAFTERS VOLUNTEER JOB DESCRIPTION

PURPOSE OF SERVICE: To provide creative support to Tyler Arboretum for programs, events, and other activities and projects.

QUALIFICATIONS/SKILLS:

- Be creative
- Be organized
- Positive outlook
- Be forthcoming with ideas
- Work well with others and at times on your own

TYPICAL ASSIGNMENTS: Tasks could include painting, sanding, sewing, crafting, and related activities.

EXPECTATIONS:

- Sign-up for workdays using SignUpGenius and report as scheduled. Notify the supervisor in advance if you are unable to keep your commitment and delete your sign-up.
- Attend on the job training as needed.
- Follow instructions from your supervisor. Communicate openly with your supervisor to build productive working relationships.
- Clean up your work area and return supplies to their proper location after volunteer work is done. Be respectful of supplies and leave them in as good of condition as you found them.

TRAINING AND DEVELOPMENT:

- When necessary, the supervisor will be responsible for your training and will orient volunteers to projects. Other times, the volunteers will have the expertise to train the team on projects.
- In order to be aware of safety measures and the work conditions that may be encountered as you perform various tasks, volunteers are to be familiar with the details under 'Safety While Volunteering' section of the Volunteer Handbook.

DATES REVISED: 2/3/2002, 12/18/23