

# COMMUNITY RELATIONS DEPARTMENT VOLUNTEER JOB DUTIES

## **Community Concert Series:**

- 1) Greet event attendees and answer questions at event entrance
- 2) Take attendance
- 3) Supervise donation box
- 4) Assist event coordinator with any miscellaneous requests

## **Full Speed Ahead After 50:**

### **Greeter**

- 1) Roam in the Capital Promenade and Grand Terrace area and assist people with locations of bathrooms, exhibitors, morning clinics, and lunch locations

### **Workshop Attendant**

- 1) Assist workshop facilitator
- 2) Check off workshop attendees from list and take attendance
- 3) After workshop is completed make sure everyone fills out an evaluation sheet and turns it in

## **General:**

### **Mailings:**

- 1) Organize, stuff, label, and seal envelopes

### **Data Entry:**

- 1) Add and update mailing database in Access and in PatronMail
- 2) Handle registration for Full Speed Ahead After 50 using Access

## **Qualifications**

- Enjoy people, and display a friendly, helpful attitude.
- Demonstrate an enthusiasm for Monona Terrace and its programs.
- Be flexible to adjust to changing assignments and different audiences.
- Possess a desire to learn new information and techniques.

## **Expectations**

- Act as part of a team of volunteers and staff to provide a pleasant experience for our guests.
- If you are unable to keep a scheduled commitment, contact the Community Relations staff promptly.
- Continue to learn- take the initiative to seek out answers to your questions and those of visitors by familiarizing yourself with current literature, attending training sessions, consulting staff.

## **Benefits**

- Enrich your knowledge by participating in training sessions and excursions.
- Meet others who are excited about Monona Terrace's programs and events
- Opportunity to learn about the architectural history of the building and its designer.
- Park for free when you are volunteering.
- Participate in continuing education opportunities, like Book Club
- Free Tours
- Participate in All Staff events at Monona Terrace
- Invitation to docent/volunteer meetings and recognition events

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