



## Monona Terrace Community and Convention Center Community Relations Department Volunteer Job Duties and Essential Information

### Programs Assistant:

- Greet event attendees and answer questions at event entrance
- Take attendance
- Supervise donation box
- Assist event coordinator with any miscellaneous requests
- Help with registration/waivers if applicable
- Run errands as needed
- Work in concert with other Monona Terrace departments to ensure the success of free community events
- Depending upon program, standing for some duration of time may be required

### Mailings:

- Organize, stuff, label, and seal envelopes

### Data Entry:

- Add and update mailing database in Access and in PatronMail
- Input event registrations using Access

### Qualifications

- Enjoy talking with people – maintain friendly demeanor
- 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
- Must be at least 19 years of age

### 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 about Monona Terrace, attending training sessions, consulting with staff, etc.
- Put in a minimum of 30 hours of service per year

### Benefits

- Enrich your knowledge by participating in volunteer-only training sessions and excursions
- Meet others who are excited about Monona Terrace and its programs
- Receive a free Monona Terrace volunteer t-shirt
- Park for free when you are volunteering
- Participate in Monona Terrace-wide events and volunteer social events
- While volunteering enjoy great lectures, music, and meeting interesting people
- Enjoy an environment that brings something new every day!



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