

# Office Assistant Volunteer Position Description

**Goal of the Position:** To assist various Staff members in completing projects

**Location:** Lower level offices

**Responsibilities:**

- With detailed instruction from Staff, complete various tasks to include, but not limited to, bulk Membership renewal letter and card mailings, stuffing school envelopes for mailings, event invitation mailings, event set up, etc.

**Qualifications:**

- Dependable
- Positive attitude and good communication skills
- Problem-solving ability
- Detail oriented
- Able to follow instructions after training with minimal supervision

**Dress:**

- Business casual; no jeans
- Volunteer nametag is provided

**Orientation/Training:**

- General orientation to Green Bay Botanical Garden and an initial overview with the Volunteer Manager
- As the duties will frequently change, training will be done on the scheduled day of work

**Time Commitment:** Flexible shifts during peak times

**Staff Contact:** Anne Basten, Membership & Volunteer Manager, at 491-3691 X105 or [abasten@gbbg.org](mailto:abasten@gbbg.org)

## Volunteer Appreciation at Green Bay Botanical Garden

GBBG values its volunteers and makes every effort to provide timely volunteer recognition. All staff and volunteers responsible for volunteer supervision are encouraged to undertake on-going, informal methods of recognition of volunteer service. These methods range from "thank you's" to a concerted effort to include volunteers as participants in program decision-making and implementation.

In addition, volunteers who contribute **25 or more hours** between January and December (previous calendar year) qualifies them for a "Volunteer Appreciation Card" handed out at the Volunteer Season Kick-Off event in Spring.

### **Our GBBG Appreciation Program consists of:**

- ✓ **25 Volunteer Hours over 3 months:**
  - Permanent GBBG nametag to be worn while volunteering
  - Free annual gift given at our Volunteer Appreciation event (must be present)
  - Annual recognition in an issue of the GBBG newsletter
- ✓ **50 Volunteer Hours:** all the above plus:
  - a 15% discount at our WPS Trellis Gift Shop (this is an additional 5% discount from the 10% membership discount given – must present card at time of purchase)
- ✓ **75 volunteer Hours:** all of the above plus:
  - 2 general admission complimentary GBBG passes (not including Special Events)
- ✓ **100+ Volunteer Hours:** all of the above plus:
  - Free admission to 2 GBBG lectures/classes during a calendar year (no carry over) with a maximum member fee of \$9. Volunteers must pre-register by the class deadline and present this card at class check-in. Number of volunteer registrants is limited so register early!

Finally, and most importantly, many GBBG volunteers explain that their greatest reward comes from helping others. The personal and professional growth, the challenges and the friendships from volunteer experiences are life-long rewards. The opportunity to be of service to others is important to all volunteers.

If you are volunteering for the Garden as part of a group, for example, with your service club, church group, retirement organization or the like, the hours you contribute in that endeavor will accrue to the group and not to each individual member of the group.

If you have questions about your benefits or hours, please contact:

Anne Basten, Membership & Volunteer Manager

Green Bay Botanical Garden, 2600 Larsen Road, Green Bay, WI 54303

920-491-3691 X105, [abasten@gbbg.org](mailto:abasten@gbbg.org) [www.gbbg.org](http://www.gbbg.org)