

Wedding Shuttle Driver Volunteer Position Description



Goal of the Position: To offer a customer service experience that visitors will never forget during weddings & events facilitated at Green Bay Botanical Garden (GBBG).

Location: All weddings and events are held here, on the GBBG premises. Wedding ceremonies are held outdoors regardless of weather.

Responsibilities:

- Welcome visitors & provide excellent customer service
- Assist wedding guests to and from site location; primarily to Jenquine Pavilion & Overlook Garden via 4 or 8-passenger golf cart
- Help visitors with questions or directions
- Complete a task from start to finish
- Communicates with GBBG staff via walkie-talkie during weddings/events

Qualifications:

- Ability to sit for long periods of time
- Friendly and warm personality
- Ability to follow directions
- Ability to navigate and drive a golf cart throughout Garden paths (Valid driver's license required)
- Must be 18 years or older
- Must be flexible in working hours and environment, as many events are held outdoors.
- Ability to volunteer on weekends

Dress:

- Wear business casual to formal attire (dress slacks, polos, button-down shirts, blouses, comfortable dress shoes, etc.). Dress with good taste and good personal hygiene, as if attending a wedding.
- Please: no flip flops, shorts, spandex, tank tops, cropped tops, sweat suits, hats, jeans, and T-shirts or sweatshirts with bars, alcohol, bands, or offensive words or pictures.

Orientation/Training:

- General orientation to Green Bay Botanical Garden and an initial volunteer program overview with the Volunteer Manager
- Specific training is done on-site with GBBG Supervisor or Event Host at the beginning of each shift (or ahead of time if preferred).

Time Commitment:

- 1 to 3 hours per an event

Staff Contacts:

Anne Basten, Membership & Volunteer Manager, at (920)491-3691 X105 or abasten@gbbg.org
Amber Crisp, Sales & Rental Coordinator, at (920)491-3691 X113 or acrisp@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 www.gbbg.org