

# Adult Education Class Assistant Volunteer Position Description



---

---

**Goal of the Position:** To assist the Education Department by checking in participants for classes and then assisting the class instructor in any way possible.

**Location:** Various classrooms inside Green Bay Botanical Gardens' Education Center. The Class Assistant needs to arrive thirty minutes prior to the beginning of class to introduce yourself to the instructor and make sure you are familiar with the class or project objective. The Class Assistant must also be familiar with the classroom itself, i.e. lights, extra supplies and anything else the instructor may need.

**Responsibilities:**

- Greet class instructor and act as primary GBBG contact for instructor
- Check-in class participants as they arrive for their class/workshop
- Direct participants to the classroom
- Make GBBG announcements and introduce speaker prior to class
- After introduction is made, close the classroom door and adjust lights as needed
- Distribute handouts and program evaluations
- Observe and enjoy class
- At the end of the program, collect program evaluations and place in Education Manager's mailbox
- Assist instructor after class is done, to clean up and load class materials as needed.

**Qualifications:**

- Pleasant, out-going personality
- An ability to work with the public in a professional and friendly manner
- Enjoyment of plants, flowers, nature and learning
- Comfortable making brief announcements before audiences

**Dress:**

- Wear comfortable clothing, appropriate to the weather
- Always wear sturdy shoes
- Please: no sandals, sleeveless t-shirts, halters or cutoff style shorts

**Orientation/Training:**

- General orientation to Green Bay Botanical Garden and an initial volunteer program overview with the Volunteer Manager
- Training is done on-site with GBBG Education staff at the beginning of each season.

**Time Commitment:**

- Classes range from one hour to three hours, and Class Assistants must arrive thirty minutes prior and stay thirty minutes after class is over to assist with clean-up.

**Staff Contact:** Linda Gruber, Education Manager, at (920) 491-3691 X 122 or [lgruber@gbbg.org](mailto:lgruber@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:  
Danielle Schneeberg, Membership & Volunteer Coordinator  
Green Bay Botanical Garden, 2600 Larsen Road, Green Bay, WI 54303  
920-491-3691 X105, dschneeberg@gbbg.org [www.gbbg.org](http://www.gbbg.org)