



TITLE: Special Events Volunteer (On- call basis)

REPORTS TO: Office Coordinator / Event Leader

SUMMARY: This position will provide administrative and staff support to the general operations of the Garden during special projects or special events. There are many opportunities to expand your skill set based on your interests as this is a very small office.

DUTIES AND RESPONSIBILITIES:

- Work with staff or other volunteers to perform tasks as assigned. Tasks vary widely from event to event.
- Tasks may include, but not limited to:
 - Staffing registration table, staffing information booth
 - Event set-up or break down (manual labor and decorating)
 - A/V management, PowerPoint facilitator
 - Handle cashiering for gift sales
 - Answer visitor's questions about the garden
 - Auction assistants, etc.

QUALIFICATIONS:

- Friendly and courteous
- Able to interact with a variety of individuals from culturally diverse backgrounds.
- Remains calm under pressure
- Able to follow instructions in a fast paced and often changing environment.
- In some cases, volunteers may be required to lift up to 30 lbs.

TO APPLY: Please visit our website at www.seattlechinesegarden.org and click on the volunteering link to fill out the on-line form. Please email info@seattlechinesegarden.org with any questions.

Location and office hours: The office is located at the north side of South Seattle College. The office is open from 1 to 5 pm Tuesday through Friday.

The Seattle Chinese Garden Society is an equal opportunity employer and is committed to the belief that each individual is entitled to equal employment opportunity.