



## **VOLUNTEER JOB DESCRIPTION**

### **WEEKEND CONSERVATORY INFORMATION ATTENDANT**

**LOCATION:** Brookside Gardens, 1800 Glenallan Avenue, Wheaton, MD 20902-1369

**NEED:** Weekend Conservatory Information Attendants are needed to staff a satellite desk on weekends and holidays from mid-May through mid-September. Work one 3-3/4 hour shift from 10:00 a.m. to 1:45 p.m., or from 1:15 to 5:00 per week.

**JOB DESCRIPTION:** Attendants will disseminate information to Brookside Gardens' visitors. Attendants will be located outside the Conservatory in fine weather or inside the Conservatory during inclement weather.

#### **DUTIES AND RESPONSIBILITIES:**

- \* Provide visitors with information on the programs, services, and facilities at Brookside Gardens, directions within Brookside Gardens and other inquiries
- \* Use all the resources at the desk to give up-to-date information.

#### **QUALIFICATIONS AND REQUIREMENTS:**

- \* Be willing to welcome and greet visitors
- \* Be familiar with Brookside Gardens
- \* Have the ability to communicate clearly and concisely with all visitors
- \* Be reliable, timely, and pleasant
- \* Have the ability to work independently
- \* Work a time schedule that meets the needs of the desk.

**TRAINING:** An in-depth orientation and reference materials will be provided, followed by weekly updates; assignments to work with experienced persons until comfortable working alone, and other assistance will be provided.

**COMMENTS:** Information volunteers should plan to walk through the conservatories and gardens regularly to observe changes. This can be done prior to your shift or at another time. For more information, call 301-962-1429, or email [MCP-GardenVolunteer@mncppc-mc.org](mailto:MCP-GardenVolunteer@mncppc-mc.org).