



2016 Volunteer Job Descriptions

TwispWorks Docent

Docents act as hosts and provide a welcoming atmosphere to the TwispWorks campus during Open Studio Saturdays.

Duties include:

- Educate visitors & answer questions about TwispWorks' mission, the history of the campus & current programs & partners
- Lead campus tours
- Gather visitor information & grow contact list through use of TwispWorks questionnaire
- Ensure information kiosk is stocked with collateral
- Set up & put away signage
- May assist with special projects including campus events

Administrative Volunteer

Several times throughout the year, we need help in our Administrative Office with large mailings or assisting with keeping our files organized.

Duties Include:

- Filing
- Organizing
- Preparing thank you letters
- Folding, stuffing & sealing envelopes
- Data entry projects
- Answering phones & greeting visitors

Event Assistant Volunteer

Help plan, set up and host events on the TwispWorks campus.

Duties Include:

- Hanging posters throughout the valley
- Assist with event set up & tear down
- Monitor parking
- Answering questions & directing guests
- Conducting surveys & collecting donations
- Taking cash & credit card sales

Event Beverage Tent Volunteer

Help set up and serve at event beer gardens. Must be 21 to volunteer in this capacity.

Duties include:

- Servers must be committed to serving responsibly
- Maintain control over all areas of operation within the beverage tent
- Assist with beverage tent set up and tear down
- Commit to remaining sober for the duration of your volunteer shift
- Taking cash & credit card sales
- Answering questions & directing guests

Facilities Support Volunteer

Help keep the campus grounds and buildings looking great.

Duties Include:

- General facility repairs
- Painting, drywall & basic carpentry & plumbing

- Landscaping duties including weeding, mowing & planting
- May assist with special projects including campus events

Training, Orientation and Supervision

The Community Relations Coordinator schedules, supports and supervises all event, administrative & docent volunteers. Facilities support volunteers are scheduled, supported and supervised by the Director of Campus Operations. Staff will provide support for volunteers to ensure they are equipped to handle assigned tasks. All volunteers will receive materials about TwispWorks' mission, partners, programming, events and campus. Each event has different tasks with varied physical requirements. Any task particularly strenuous will be explicitly described. If you have physical limitations, discuss these with the Community Relations Coordinator to assess which task would be most appropriate.

Volunteer Benefits

All volunteers receive a TwispWorks t-shirt and an invitation the annual Volunteer Recognition dinner.

These volunteer position descriptions are not intended to be all inclusive. It is understood that the volunteer will also perform other duties if requested by a staff member. Volunteer descriptions are reviewed periodically and may be revised if deemed appropriate.