



## **VOLUNTEER OPPORTUNITY:**

### **Event Assistant**



**LOCATION:** San Luis Obispo Botanical Garden, off Highway 1 in El Chorro Regional Park, between San Luis Obispo and Morro Bay.

**NEED:** Volunteers to assist with a myriad of different events for all ages.

**JOB DESCRIPTION:** Event Assistant covers a range of opportunities helping to prepare, set-up, execute and clean-up a range of events from children's events, fundraising events, concerts, plant sales, dinners, guest speakers, art exhibits and more. Hours vary and are flexible, but often include weekends and evenings.

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

- Preparation of materials such as programs, flyers, handouts
- Event set-up and take-down of tables, chairs, canopies, etc.
- Ticket sales, greeting and checking in visitors and guests
- Beverage sales and distribution
- Food preparation and service

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

- Be reliable, timely and pleasant
- Enjoy interacting with the public
- Able to lift 25lbs (for jobs such as set-up and takedown)

**TRAINING:** New volunteers will be working alongside experienced volunteers and staff, who explain the process and help with details until they feel comfortable to take on more of a leadership role. A general orientation to the garden and its mission will be provided.

**COMMENTS:** SLOBG is a non-profit organization that relies on events for fundraising and outreach as we work towards our mission of connecting people with plants.

**For more information contact the Director of Volunteers at  
805.541.1400x305 or [volunteer@slobg.org](mailto:volunteer@slobg.org).**