



VOLUNTEER OPPORTUNITY:

Program Development



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 the development and implementation of educational programs at the Garden for the general public.

JOB DESCRIPTION: Program Development volunteers are the key volunteers for the monthly Saturday at the Garden educational outreach program to the community. Volunteers work together to recruit speakers on a broad range of topics, create press releases, and prepare for presentations, including set-up and clean-up. Hours vary and are flexible, but include the second Saturday of each month and monthly team meetings.

DUTIES AND RESPONSIBILITIES:

- Recruit speakers from various disciplines
- Develop and distribute press releases for speakers
- Be the point person contact for speakers as assigned
- Be available to assist with Saturday at the Garden presentations as needed
- Assist with room set-up including setting up tables and/or chairs, as well as audio-visual equipment as needed for educational programs

QUALIFICATIONS AND REQUIREMENTS:

- Interested in educational outreach
- Comfortable with writing and editing of press releases
- Reliable and timely
- Experienced with computers, digital presentation experience a plus

TRAINING: New volunteers will be working alongside experienced volunteers 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: Educational outreach to the public is one of the most important aspects of the SLOBG mission of connecting people with plants, as well as a starting point for introducing more people to the long-term plans associated with the Garden.

**For more information contact the Director of Volunteers at
805.541.1400x305 or volunteer@slobg.org.**