

## **Meeting Check-in/Plant Raffle Coordinator**

### **General Description:**

The Meeting Check-in/Plant Raffle Coordinator ensures that meeting attendees sign-in and are provided with all relevant materials for the monthly Docent/Volunteer meetings. This position is also responsible for selling raffle tickets for drawings and assisting the Board members in ticket selection and announcements.

### **Duties:**

1. Sign-in meeting attendees; Docents, volunteers, guests and visitors.
2. Forward names of new attendees to the Volunteer Manager for future recruitment or providing additional information.
3. Ensure that name lists are developed, maintained, and retained for administrative purposes, and time and attendance data is given to appropriate personnel.
4. Ensure that supplies and documents are available for meeting and plant raffle, etc.
5. Collect and store items for meeting attendees, as necessary.

### **Specific Skills:**

1. Solid working knowledge of standard computer applications
2. Organized, able to manage multiple priorities and meet deadlines
3. Ability to positively interact with diverse volunteers, staff members and visitors

### **Time Required:**

1 ½ hours/ month

### **Recommended Term:**

One year