



Events and Programs

Position: Special Event or Program Volunteer

Who: Hidden Lake Gardens Staff and Volunteers

Location: Hidden Lake Gardens

Schedule: Shifts can vary due to Special Events and Programs, which may occur during regular business hours, before or after hours. Shifts can range from as short as two hours to as long as six to eight hours.

Purpose: Special Event and Program Volunteers act as ambassadors for Hidden Lake Gardens, collaborating with staff to deliver friendly and engaging visitor experiences during special events and programs.

Responsibilities:

- **Visitor Experience:**
 - Provide friendly, outgoing, and exceptional visitor experience to all event or program attendees.
 - Assist with event and program coordination and activities.
 - Help direct traffic and parking
 - Other tasks as needed
- **Communication:**
 - Use a walkie-talkie radio to communicate with HLG staff.

Work Environment:

- This could be an outdoor environment and is subject to changing weather conditions, as well as insects and wildlife.
- Volunteers should dress appropriately for the weather and take measures to protect themselves from these elements.
- All necessary tools to assist visitors will be provided.

Dress Code:

- Volunteers must wear Hidden Lake Gardens apparel to ensure they are easily identified as authorized personnel when working within Hidden Lake Gardens.
- Safety Vests when directing traffic
- Volunteer Lanyard Badge

Qualifications:

- Volunteers should be friendly and outgoing, able to engage with individuals of all ages and backgrounds.
- Volunteers should be punctual and dependable.
- Volunteers should be able to work indoors or outdoors.



- Volunteers should be able to remain stationary or move around for extended periods.
- Volunteers should be willing to assist in a variety of roles.

Miscellaneous:

Training, information, and uniforms will be provided. Volunteers are encouraged to bring sunscreen, insect repellent, and a water bottle.

