

Olbrich Botanical Society
2019 Blooming Butterflies LTE Membership Supervisor

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Training: Monday, July 15 – 10:30 a.m. – 6:30 p.m.

Shifts: July 17 - August 11, Wednesday - Sunday 9:30 a.m. - 4:30 p.m.

Duration: Part-time temporary July 15 - August 11, 2019

Compensation: \$13.00/hour

Position does not offer health insurance, investment options, or paid personal time.

Olbrich Botanical Gardens is home to 16 acres of outdoor display gardens and a 10,000 square foot tropical conservatory. The outdoor gardens include more than one dozen gardens and designated horticultural spaces, and received the 2005 National Award for Garden Excellence. Indoors, the tropical Bolz Conservatory exhibits an extraordinary collection of exotic plants and orchids, complemented by colorful birds, quail, and koi. Olbrich is committed to a culture of sustainability and education so that everyone can access and learn about the fascinating world of plants and gardens.

Olbrich's Spring Flower Show, Blooming Butterflies and Holiday Express are based on mission-related principles, excellent execution, a fascinating topic, and outstanding community support. These fundraising events and exhibits provide greatly needed revenue that sustains Madison's free, accessible public garden. These events are coordinated by the Olbrich Botanical Society, the non-profit organization that raises funds to support Olbrich Botanical Gardens.

Olbrich's Blooming Butterflies is the largest annual membership drive. Members are the backbone of support and success of the gardens.

The LTE Membership Supervisor is responsible for overseeing two volunteer membership ambassadors, processing member admissions to the event, and membership transactions. The LTE Membership Supervisor is responsible for welcoming visitors to the gardens and educating them about the importance of membership.

Applicants must be friendly, out-going, and able to project their voice. This is an outdoor position that involves constant interaction with the general public. Training is provided.

Responsibilities:

- Welcome visitors to the exhibit and provides general event information.
- Answer questions and educate visitors regarding the importance of membership support.
- Process membership transactions (joining, renewing, rejoining).
- Stamp visitors' hands to acknowledge membership has been verified.
- Track number of members attending event.
- Oversee two volunteer membership ambassadors.
- Respectfully handle any customer complaints.
- Carefully follow closing procedure at the end of each day.
- Promote respectful and responsible enjoyment of the exhibits.

Essential Functions:

- Enthusiasm for working with the public and able to provide a welcoming demeanor.
- Ability to work outdoors while standing for an extended period of time.
- Cash handling and credit card processing experience preferred.
- Sales experience helpful but not necessary.
- Ability to project voice over crowds with clear and friendly tone.
- Ability to engage visitors of all ages.
- Ability to attend all shifts as scheduled prior to event/exhibit.
- Ability to follow directions and communicate with volunteers and staff.

Application Materials

Submit a brief narrative of why you're interested in the position, a resume, and the [Olbrich Botanical Society application \(click here\)](#) by **June 15th** to:

Elizabeth Spry, Membership & Development Associate – Olbrich Botanical Society
Email: espry@cityofmadison.com No phone calls, please.