**Cowee School Arts & Heritage Center**

**Volunteer Opportunity Descriptions**

**Groundskeeping:**

* Mowing the grass
* Mulching flowerbeds
* Planting flowers
* Weeding garden beds
* Trimming hedges
* Weed-wacking tall grass
* Setting up seasonal decorations
* Updating event sign board monthly or as needed

**Housekeeping:**

* Sweeping/Vacuuming and dusting in public spaces
* Polishing and mopping in public spaces
* Cleaning kitchens and bathrooms
* Picking up rubbish and moving it to designated areas

**Office Support:**

* Greeting customers and visitors
* Answering phones and other methods of communication
* Assist with mailing campaigns
* Assist with post-event surveys
* Replacing paper, keeping papers, and word editing
* Update and maintain information bulletin boards

**Coffee Shop:**

* Greet customers as they enter
* Make coffee; stock refrigerator
* Answer questions regarding drink ingredients
* Take coffee orders
* Prepare beverages following recipes
* Serve beverages and prepared food
* Check-out /Receive payments via Square
* Maintain a clean and sanitary workspace

**Gift Shop:**

* Greet/welcome all visitors
* Promoting/selling items
* Maintain a clean and inviting gift shop
* Assist customers in picking out gifts
* Check-out/ receive payments via Square

**Room Set-up:**

* Arrange buffets, stages and podiums
* Set up/break down auditorium seating
* As directed, open/close window shades
* Provide trash receptacles, recycling bins as needed

**Maintenance:**

* Routine inspection of premises and equipment
* Take trash to Macon County Transfer station
* Perform minor fixes such as repairing broken locks, filling gaps on walls
* Conduct maintenance tasks such as replacing light bulbs etc.
* Check functionality of safety systems
* Install appliances and equipment
* Collaborate with workers and other professionals during renovations
* Report all maintenance issues to Executive Director

**Event Facilitator:**

* Assist with the planning of 3-4 events per year that last 1.5 to 3 hours
* Be a reliable representative the day-of the planned events, typically on weekends
* Take pictures, gather waiver signatures, fill out a summary form after the event