

# LAKEWOLD GARDENS

## Volunteer Position Description

### Special Event Host

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- Position Title:** Special Event Host – volunteer status
- Location:** Work to be performed at Lakewold Gardens: 12317 Gravelly Lake Dr. S.W., Lakewood, WA 98499 unless event is scheduled at an off site location.
- Key Responsibilities:** Assist events staff with greeting guests, ticket taking, checking refreshments, promoting Lakewold to the community, etc. Basic knowledge of Lakewold Garden’s history, prized plants, and offerings is beneficial. Represent Lakewold at community events.
- Qualifications:** A welcoming and friendly demeanor to assist guests and prospective guests along with the ability to discreetly keep an eye on Lakewold property to help mitigate loss or damage.
- Time Commitment:** Hosting shifts are typically 2-4 hours at one time. If you will miss a shift, please contact staff as soon as possible as a courtesy.
- Training/Support Provided:** Overview and orientation will be provided by volunteer manager or administrative staff prior to or day of event. Basic knowledge of Lakewold Gardens will be provided on an as needed basis.
- Benefits:** A Friends & Family membership is given after completion of 15 volunteer hours, annually. An annual Picnic with Purpose is held in August to recognize the efforts of volunteers.
- Volunteer Supervisor:** Cora Wells
- Phone and e-mail:** 253-584-4106; cwells@lakewoldgardens.org
- Program Website:** [www.lakewoldgardens.org/volunteering](http://www.lakewoldgardens.org/volunteering)
- Annual Special Events:** [Tacoma Home and Garden Show](#)  
[MayFest Jewelry Fundraiser](#)  
[Beautiful Tables Showcase](#)
- Mission Statement:** To preserve and enhance Lakewold Gardens as a historic estate garden of world class distinction, offering each visitor an inspirational experience through growth and learning in a profoundly unique setting.