



## Greeter Volunteer Description Form

### SECTION I – GENERAL DESCRIPTION

**Volunteer Title:**

*Exhibit Support Volunteer*

**Supervisor's Name and Title:**

*Mary Grace Sanchez Volunteer Coordinator  
Marygrace.sanchez@pretendcity.org  
(949) 428-3900 extension 217*

**Summary of the Position:**

A Greeter Volunteer is responsible for welcoming guests to the museum and making sure all children leave the museum with an adult. Greeter Volunteers will also be responsible for handing out Pretend City brochures and any other materials necessary. Greeter Volunteers will need to be comfortable taking direction and working with the public.

**Reports to Whom:**

- Volunteer Coordinator

**Duties and Responsibilities:**

- Provide information to visitors with respect to the museum, its workshops, and exhibits
- Welcoming all guests to the museum
- Making sure all children leave with their designated grown-up

**Skills and Qualifications:**

- Reliable "team player"
  - Exudes an outgoing and pleasant attitude when welcome guests entering the museum
  - A professional and positive approach to volunteering
  - Able to read and understand the Pretend City information Handbook and answer guests questions
  - Ability to lift 25 lbs.
  - Experience and/or interest in visual arts and/or theater arts preferred
- \*Bi-Lingual in Spanish, Chinese, and Korean a plus

**Time Commitment:**

Monday 10:00am-1:00pm  
Tuesday-Friday 10:00am-5:00pm  
various shifts available

\*We strongly encourage our volunteers to pick up at least one three hour shift per month.

**Training:**

- General Volunteer Training
- Safety Training

**Benefits:**

- Spend time in a professional and creative environment
- Use existing professional skills to aid children and families within the community
- Gain new skill sets!
- Opportunity to meet and volunteer with a variety of people