



## Special Events Volunteer Description Form

### SECTION I – GENERAL DESCRIPTION

**Volunteer Title:**

*Special Events 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 Special Events Volunteer works within the Department of Development to assist Pretend City Children Museum's staff members with birthday parties and after-hour facility rentals, including but not limited to: birthday parties, school dances, and corporate/fundraising events. Special Events Volunteers are responsible for assisting with setting up and breaking down the event, preparing supplies for the party and helping to supervise the children in attendance.

**Reports to Whom:**

- Volunteer Coordinator
- Party Hosts on Saturdays and Sundays

**Duties and Responsibilities:**

- Setting up and breaking down event
- Preparing art projects and event-related items as needed
- Adhere to guests requests and/or questions
- Assist in efforts to reset museum

**Skills and Qualifications:**

- Must be organized
- Strong written and communication skills are a plus
- Exudes an outgoing, creative and pleasant attitude
- Reliable "team player"
- Ability to multitask in a fast-paced environment
- Ability and willingness to learn on the job

**Time Commitment:**

Birthday Parties occur during public hours between 10:00am-5:00pm and Facility Rentals will take place in the evening after the museum has closed, beginning at 5:00pm. The events will typically last 3 hours. Advance notice of later hours will be given.

**Training:**

- General Volunteer Training

**Benefits:**

- Spend time in a professional and creative environment
- Gain new skill sets!
- Opportunity to meet and volunteer with a variety of people