



Special Events Volunteer Description Form

SECTION I – GENERAL DESCRIPTION

Volunteer Title:

Special Events Volunteer

Supervisor's Name and Title:

Selene Vasquez, Volunteer Coordinator

Selene.vasquez@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