



Exhibit Support Volunteer Description

SECTION I – GENERAL DESCRIPTION

Volunteer Title:

Exhibit Support Volunteer

Supervisor's Name and Title:

Autumn Hagstrom. Volunteer Coordinator

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(949) 428-3900 extension 217

Summary of the Position:

An Exhibit Volunteer at Pretend City Children's Museum is responsible for facilitating the role-playing experience for children 0-8 years of age. They will assist in a variety of exhibits by facilitating learning through play within the exhibit space and taking on and "acting" the role of their chosen community helper. This person will interact with guests, staff, and volunteers to provide a fun and creative environment for all visitors.

Reports to Whom:

- Volunteer Coordinator
- Brain Builders and Education Managers

Duties and Responsibilities:

- Greet guests as they enter the exhibit
- Provide information to visitors with respect to the museum, its workshops, and exhibits
- Provide additional support to staff with exhibit activities, workshops and programs as needed
- Encourage creative play and exploration for children and their grown-ups
- Reset and sanitize props in exhibits
- Use volunteer management software to schedule and track shifts

Skills and Qualifications:

- Must be responsible, reliable, and punctual
 - Outgoing personality that is enthusiastic about welcoming & facilitating guests within the museum exhibits
 - Have a professional and positive approach to volunteering
 - Able to read and understand the Pretend City Information Handbook and answer guests' questions
 - Interested in and/or experience in visual, theater arts, child development, and/or education is preferred
 - Must complete a background check (if over the age of 18 years old) and a volunteer application
- *Bi-Lingual in Spanish, Chinese, and Korean is a plus*

Time Commitment:

Volunteers are welcome to come in throughout the museum's general operating hours which are as follows:

- Monday 10:00am-1:00pm
- Tuesday-Saturday 10:00am-5:30pm
- Sunday 11:00-5:30pm

There are no pre-designated time slots as a general Exhibit Support Volunteer, but volunteers must use our volunteer software too schedule themselves 4 days in advance.

Volunteers are required to complete 3 volunteer hours per month.

Training:

- General Volunteer Orientation
- Exhibit Training

Benefits:

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