



## Greeter Volunteer Description Form

<b>SECTION I – GENERAL DESCRIPTION</b>	
<b>Volunteer Title:</b> <i>Greeter Volunteer</i>	<b>Supervisor's Name and Title:</b> <i>Autumn Hagstrom. Volunteer Coordinator</i> <i>Autumn.hagstrom@pretendcity.org</i> <i>(949) 428-3900 extension 217</i>
<b>Summary of the Position:</b> 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.	
<b>Reports to Whom:</b> <ul style="list-style-type: none"> <li>• Volunteer Coordinator</li> <li>• Brainbuilders and Education Managers</li> </ul>	
<b>Duties and Responsibilities:</b> <ul style="list-style-type: none"> <li>• Provide information to visitors with respect to the museum, it's workshops, and it's exhibits</li> <li>• Welcoming all guests to the museum</li> <li>• Making sure all children leave with their designated grown-up</li> <li>• Wear Pretend City volunteer uniform and follow all volunteer policies</li> </ul>	
<b>Skills and Qualifications:</b> <ul style="list-style-type: none"> <li>• Reliable "team player"</li> <li>• Exudes an outgoing and pleasant attitude when welcoming guests entering the museum</li> <li>• A professional and positive approach to volunteering</li> <li>• Able to read and understand the Pretend City Volunteer Handbook</li> <li>• Able and willing to answer guest's questions</li> <li>• Must have job coach with them at all times</li> </ul> *Bi-Lingual in Spanish, Chinese, and Korean a plus	
<b>Time Commitment:</b> Monday 10:00am-1:00pm Tuesday-Friday 10:00am-5:00pm *Various shifts available *Space is limited	
<b>Training:</b> <ul style="list-style-type: none"> <li>• Greeter Training</li> </ul>	
<b>Benefits:</b> <ul style="list-style-type: none"> <li>• Spend time in a professional and creative environment</li> <li>• Use existing professional skills to aid children and families within the community</li> <li>• Gain new skill sets!</li> <li>• Opportunity to meet and volunteer with a variety of people</li> </ul>	