



## Field Trip Support Volunteer Description Form

### SECTION I – GENERAL DESCRIPTION

**Working Title:**  
*Field Trip Support*

**Supervisor's Name and Title:**  
*Michelle Sommer, Volunteer Coordinator*  
*michelle.sommer@pretendcity.org*  
*(949) 428-3900 extension 202*

**Summary of the Position:**

Are you currently a retired or current educator looking to continue to help children? If so, the Field Trip Support is the right volunteer role for you! The Field Trip Support will assist Pretend City Children's Museum Education Department staff in coordinating and conducting field trips.

**Reports to Whom:**

- Volunteer Coordinator
- Education Managers
- Field Trip Lead

**Duties and Responsibilities:**

- Actively engage in developmentally appropriate play and exploration with field trip groups
- Provide Community Codes (Pretend City's rules for play)
- Assist floor staff with the facilitation of Field Trip lessons
- Act as additional support on museum floor within the exhibit spaces
- Interact with all guests in an upbeat and friendly manner
- Provide assistance with field trip set-up and preparation
- Additional tasks to support field trips available on a case-by-case basis. Please inquire regarding specific interests.

**Skills and Qualifications:**

- Must be responsible, reliable, and punctual
- Able to communicate clearly with staff, volunteers, and guests
- The ideal candidate will have previous experience teaching and/or working with children in one of the following settings: school, early childhood development center, or preschool.
- Interested in working with children in a structured setting.
- Must complete a volunteer application and background check
- Must be 18 years or older
- \*Bi-Lingual in Spanish, Chinese, and Korean a plus

**Time Commitment:**

Availability:  
Between 9:00a.m.-1:00p.m\*. Monday through Thursday  
Minimum of 4 field trips per a school year (September-June)  
\*Flexible hours may be available for certain field trips.

**Training:**

- General Volunteer Orientation
- Exhibit Training
- One on one field trip shadowing

**Benefits:**

- Spend time in a professional and creative environment
- Volunteer in a position that is worthwhile and challenging

- Use your professional skills to aid children and families within your community
- Work with children and families from low-income communities when supporting out scholarship field trips.
- Gain and build experience and knowledge in working with children of various ages.