



Special Events Volunteer Description Form

SECTION I – GENERAL DESCRIPTION	
Volunteer Title: <i>Special Events Volunteer</i>	Supervisor's Name and Title: <i>Michelle Sommer, Volunteer Coordinator</i> <i>michelle.sommer@pretendcity.org</i> <i>(949) 428-3900 extension 202</i>
Summary of the Position: A Special Events Volunteer works within the Operations Department to assist Pretend City Children Museum's staff 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: <ul style="list-style-type: none"> • Volunteer Coordinator • Party Hosts on Saturdays and Sundays 	
Duties and Responsibilities: <ul style="list-style-type: none"> • Setting up and breaking down events • Preparing art projects and event-related items as needed • Adhere to guests requests and/or questions • Assist in resetting the museum 	
Skills and Qualifications: <ul style="list-style-type: none"> • Must be organized • 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 • Strong communication skills are a plus • Must complete a background check (if over the age of 18 years old) and a volunteer application • Must be able to lift 25 lbs 	
Time Commitment: Birthday Parties occur during public hours between 10:00am-5:00pm 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: <ul style="list-style-type: none"> • General Volunteer Orientation • Exhibit Training 	

Benefits:

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