Administrative Volunteer Description Form

SECTION I – GENERAL DESCRIPTION	
Volunteer Title: ***Administrative Volunteer***	**Supervisor's Name and Title:** ***Mariesa Acosta, Volunteer Coordinator*** *Mariesa.acosta@pretendcity.org* *(949) 428-3900 extension 217*

Summary of the Position:

An Administrative Volunteer provides additional assistance to various administrative departments within the museum and is responsible for helping with daily clerical and office duties. An Administrative Volunteer will need to be comfortable using a computer and the Internet. Administrative Volunteers may also assist in preparing supplies for Pretend City's educational programming. The type of job assigned to an Administrative Volunteer will be based on their skills. Any applicable skills a volunteer possesses should be included on an application.

Reports to Whom:

- Volunteer Coordinator
- Various Pretend City Administrative Staff

Duties and Responsibilities:

- Organizing and managing paper and electronic files
- Correspondence and other documents
- Internet research
- Data entry
- Creating materials for educational programming
- Other organizational duties as assigned

Skills and Qualifications:

- Good communication and writing skills
- Outgoing and pleasant attitude
- Detail oriented and well-organized
- Reliable "team player"
- Confident self-starter
- Ability and willingness to learn on the job
- Knowledge of Microsoft Office/Outlook/Excel spreadsheets OR artistic or crafting skills is desired
- Must be able to complete a background check (if over the age of 18 years old) and a volunteer application

Time Commitment:

Monday-Friday 10am-12pm and 2-5pm.

*Volunteers are required to sign up for 2 consecutive hours and a 3 hour minimum per month

* Time commitments reflect the needs of administrative staff

*Space is limited

Training:

- General Volunteer Orientation

Benefits:

- Assist with the organizational needs of each department.
- Spend time in a professional and creative environment
- Gain new skill sets!
- Have an impact on the lives of children
- Opportunity to meet and volunteer with a variety of people