# Special Events Volunteer Description Form

## SECTION I – GENERAL DESCRIPTION

<table>
<thead>
<tr>
<th>Volunteer Title:</th>
<th>Supervisor’s Name and Title:</th>
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<tbody>
<tr>
<td>Special Events Volunteer</td>
<td>Mariesa Acosta, Volunteer Coordinator</td>
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### 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:
- Volunteer Coordinator
- Party Hosts on Saturdays and Sundays

### Duties and Responsibilities:
- 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:
- 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:
- 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