



Exhibit Support Volunteer Description

SECTION I – GENERAL DESCRIPTION

Volunteer Title: *Exhibit Support Volunteer*

Summary of the Position:

An Exhibit Volunteer at Pretend City Children's Museum is responsible for facilitating the role-playing experience for children 0-8 years of age. They will assist in a variety of exhibits by facilitating learning through play within the exhibit space and taking on and "acting" the role of their chosen community helper. This person will interact with guests, staff, and volunteers to provide a fun and creative environment for all visitors.

Reports to Whom:

- Volunteer Coordinator
- Brain Builders and Education Managers

Duties and Responsibilities:

- Greet guests as they enter the exhibit
- Provide information to visitors with respect to the museum, its workshops, and exhibits
- Provide additional support to staff with exhibit activities, workshops and programs as needed
- Encourage creative play and exploration for children and their grown-ups
- Reset and sanitize props in exhibits
- Use volunteer management software to schedule and track shifts

Skills and Qualifications:

- Must be responsible, reliable, and punctual
 - Outgoing personality that is enthusiastic about welcoming & facilitating guests within the museum exhibits
 - Have a professional and positive approach to volunteering
 - Able to read and understand the Pretend City Information Handbook and answer guests' questions
 - Interested in and/or experience in visual, theater arts, child development, and/or education is preferred
 - Must complete a background check (if over the age of 18 years old) and a volunteer application
- *Bi-Lingual is a plus*

Time Commitment:

Volunteers will use our volunteer software to sign up for Exhibit Support shifts at least 4 days in advance.

Museum operating hours are as follows:

- Wednesday-Sunday 10:00am – 4:00pm

Volunteers are required to complete 3 volunteer hours per month.

Training:

- General Volunteer Orientation
- Exhibit Training

Benefits:

- Spend time in a professional and creative environment
- Use your professional skills to aid children and families within your community.
- Gain new skill sets!
- Opportunity to meet and volunteer with a variety of people