



## Special Events Volunteer Description Form

### SECTION I – GENERAL DESCRIPTION

**Volunteer Title:** *Special Events Volunteer*

#### **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-4:00pm  
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