



VOLUNTEER POSITION DESCRIPTION

Education Event Volunteer

Time Commitment: Time commitment is variable and is dependent upon event schedule. Includes opportunities to volunteer nights and weekends. Events may include Opening Day/Family Days, Home School Days, special events like Trick-Art-Treat, etc. Events typically happen on a quarterly basis and typically last for 3 hours. Volunteer commitment may include work before or after the event for set-up and/or strike.

List of Specific Duties:

- Greet and assist visitors attending the event
- Assist with event set-up and/or strike
- Set-up, run, and strike activity stations as part of the event
- Assist visitors with wayfinding, answer visitor questions, and distribute informational materials related to the event
- Assist visitors with assistive technology as needed
- Assist with data collection including attendance, event surveys, and other audience/visitor studies tools
- Assist Museum staff with a variety of tasks as needed
- May assist staff with pre-event preparations such as preparing supplies, creating event decorations, organizing event activities, or other tasks

Length of Assignment: The length of the assignment is dependent upon event schedule. This can be a one-time commitment per event.

Name of Supervisor: Reports to the Museum Educator leading the event

Other Requirements:

- Must have a customer service mindset and love helping people,
- Must be able to work with a wide array of diverse visitors especially families and children of all ages
- Must be able to lift 25 lbs
- Background check is required for this volunteer opportunity

Working Conditions: Typically, inside but may include outdoor work. May require extended periods of standing, walking, or sitting.

Assignment Start Date/End Date: Start and end dates are dependent on event schedule

CLICK ON THE FOLLOWING LINK TO APPLY: [VOLUNTEER APPLICATION](#)