



Administrative Volunteer Description Form

SECTION I – GENERAL DESCRIPTION	
Department: <i>Volunteer</i>	
Working Title: <i>Administrative Volunteer</i>	Supervisor's Name and Title: <i>Elise Thompson, Volunteer Coordinator</i>
Summary of the Position: <i>An administrative volunteer provides additional assistance to various 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. This person will work along staff to contribute to the overall administrative upkeep of the museum.</i>	
Reports to Whom: <ul style="list-style-type: none"> • Volunteer Coordinator 	
Duties and Responsibilities: <ul style="list-style-type: none"> • Organizing and managing paper and electronic files • Correspondence and other writings • Meeting planning and logistics • Internet research • Other organizational duties as required 	
Skills and Qualifications: <ul style="list-style-type: none"> • Good communication and writing skills • Exudes an outgoing and pleasant attitude • Detail oriented and well-organized • Reliable "team player" • Confident self-starter • Ability to perform multiple tasks • Ability and willingness to learn on the job • Knowledge of Microsoft Office/Outlook/Excel spreadsheets • College degree or equivalent preferred 	
Time Commitment: Monday-Friday 10:00am-5:00pm 5 hours/day; various shifts available *We strongly encourage our volunteers to pick up at least one three hour shift per month.	

Training:

- Volunteer Training,
- Safety Training
- Training with the specific department the volunteer is volunteering within

Benefits:

- Get out of the house
- Spend time in a professional and creative environment
- Use your professional skills to aid children and families within your community
- Be an active contributor to the first children's museum in Orange County!

Supervisor/Other Work Relationships:*Direct Supervisor:*

- Elise Thompson, Volunteer Coordinator
- Phi Nguyen, Human Resources Director

Other Contacts:

- Within the organization:
 - Duke Ha, Maira Canchola , Michelle Ornelas, Michelle Silber, (Brain Builders)