



Exhibit Support Volunteer Description Form

SECTION I – GENERAL DESCRIPTION	
Department: <i>Volunteer</i>	
Working Title: <i>Exhibit Support Volunteer</i>	Supervisor's Name and Title: <i>Elise Thompson, Volunteer Coordinator</i>
Summary of the Position: <i>An Exhibit Support Volunteer at Pretend City is responsible for facilitating the role-playing experience for children 0-10 years of age and will be assigned to volunteer in of the 17 exhibits at Pretend City. Exhibit Volunteers will help reset the exhibit spaces, interface with the children, staff, fellow volunteers to provide a fun and creative environment for all guests.</i>	
Reports to Whom: <ul style="list-style-type: none"> • Head stage staff members • Volunteer Coordinator 	
Duties and Responsibilities: <ul style="list-style-type: none"> • 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 • Possible play role character opportunity as a Pretend City Character 	
Skills and Qualifications: <ul style="list-style-type: none"> • Must be responsible, reliable, and punctual • Exudes an outgoing and pleasant attitude • Outgoing personalities who are enthusiastic at welcoming and facilitating visitors within the museum exhibits • A professional and positive approach to volunteering • Able to read and understand the Pretend City information Handbook and answer visitor's questions • Interest in visual and/or theater arts preferred • Ability to lift 25 lbs. • Experience and/or interest in visual arts and/or theater arts preferred <p style="margin-left: 40px;">*Bi-Lingual in Spanish, Chinese, and Korean a plus</p>	
Time Commitment: Various Shifts: Monday's: 10am-1pm (variable shifts available within this time frame) Tuesday-Sunday: 10am-5pm (variable shifts available within this time frame)	

*We strongly encourage our volunteers to pick up at least one shift per month.

Training:

- Pretend City Volunteer Training
- Safety Training

Benefits:

- Get out of the house
- Spend time in a professional and creative environment
- Use existing professional skills to aid children and families within the community
- 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 Builder