



Greeter 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>A Greeter Volunteer is responsible for welcoming guests to the museum and making sure all children leave the museum with an adult. Greeter Volunteers will also be responsible for handing out Pretend City brochures and any other materials necessary. Greeter volunteers will need to be comfortable taking direction and working unassisted.</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 • Welcoming all guests to the museum • Making sure all children leave with their designated grown-up 	
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 three hours 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