



Administrative Volunteer Description Form

SECTION I – GENERAL DESCRIPTION

Volunteer Title: <i>Administrative Volunteer</i>	Supervisor's Name and Title: <i>Selene Vasquez, Volunteer Coordinator</i> <i>Selene.vasquez@pretendcity.org</i> <i>(949) 428-3900 extension 217</i>
--	---

Summary of the Position:
 An Administrative Volunteer provides additional assistance to various administrative 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.

- Reports to Whom:**
- Volunteer Coordinator

- Duties and Responsibilities:**
- Organizing and managing paper and electronic files
 - Correspondence and other documents
 - Meeting planning and logistics
 - Internet research
 - Other organizational duties as assigned

- Skills and Qualifications:**
- Good communication and writing skills
 - 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
 - Must be able to complete a volunteer application and background check (if over the age of 18 years old)

Time Commitment:
 Wednesdays 10:00-12:00 and 2:00-4:00pm
 Thursdays 10:00-12:00 and 2:00-4:00pm
 * We strongly encourage our volunteers to pick up at least one shift per month.
 * Time commitments reflect the needs of administrative staff

- Training:**
- No training required

- Benefits:**
- Assist with the organizational needs of each department. This may include, but is not limited to: scanning, educational programming, art activities, filing, database cleaning, etc.
 - Spend time in a professional and creative environment
 - Gain new skill sets!
 - Have an impact on the lives of children
 - Opportunity to meet and volunteer with a variety of people