

## Exhibit Support Volunteer Description Form

### SECTION I – GENERAL DESCRIPTION

**Working Title:**

*Exhibit Support Volunteer*

**Supervisor's Name and Title:**

*Mary Grace Sanchez Volunteer Coordinator  
Marygrace.sanchez@pretendcity.org  
(949) 428-3900 extension 217*

**Summary of the Position:**

An Exhibit Volunteer at Pretend City! Children's Museum is responsible for facilitating the role-playing experience for children 0-8 years of age and will be assigned to work in one of the main exhibits. Such as

- facilitating learning through play within the exhibit space really taking on and “acting” the role of their chosen community helper
- clean up and resetting of the exhibit space to ensure that all props and supplies necessary to facilitate play are easily available to the guests and are set-up in a safe manner
- providing assistance in ensuring that the exhibit is ready for facilitated activities which may be taking place within the exhibit by helping to make sure that activities are prepped for and all materials are available for the execution of all the activities scheduled for the day in that exhibit (*particularly in the art studio*)

This person will interface with children, staff, volunteers and school staff to provide a fun and creative environment for all visitors.

**Reports to Whom:**

- Volunteer Coordinator
- BrainBuilders and Education Manager

**Duties and Responsibilities:**

- Greet guests as they enter the exhibit
- 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:**

- Must be responsible, reliable, and punctual
- Outgoing personalities who are enthusiastic about welcoming & facilitating guests within the museum exhibits
- Have a professional and positive approach to volunteering
- Able to read and understand the Pretend City information Handbook and answer guests questions
- Interested in and/or experience in visual and/or theater arts preferred
- \*Bi-Lingual in Spanish, Chinese, and Korean a plus

**Time Commitment:**

Volunteers are welcome to come in throughout the museum's general operating hours which are as follows:

- Monday 10:00am-1:00pm
- Tuesday-Friday 10:00am-5:30pm

There are various shifts available throughout this time. There are no pre-designated time slots or length of volunteer time commitment required as a general Exhibit Support Volunteer.

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

**Training:**

- General Volunteer Training

**Benefits:**

- Spend time in a professional and creative environment
- Use your professional skills to aid children and families within your community
- Gain new skill sets!
- Opportunity to meet and volunteer with a variety of people