



Field Trip Explorer Volunteer Description Form

SECTION I – GENERAL DESCRIPTION	
Working Title: <i>Field Trip Explorer</i>	Supervisor's Name and Title: <i>Mary Grace Sanchez Volunteer Coordinator</i> <i>Marygrace.sanchez@pretendcity.org</i> <i>(949) 428-3900 extension 217</i>
Summary of the Position: Are you currently a retired or current educator looking to continue to help children? If so, the Field Trip Explorer is the right volunteer role for you! The Field Trip Explorer will assist Pretend City Children's Museum Education Department staff in coordinating and conducting field trips.	
Reports to Whom: <ul style="list-style-type: none"> • Volunteer Coordinator • Education Coordinator • Field Trip Lead 	
Duties and Responsibilities: <ul style="list-style-type: none"> • Actively engage in developmentally appropriate play and exploration with field trip groups • Provide Community Codes (Pretend City's rules for play) • Assist floor staff with the facilitation of Field Trip lessons • Act as additional support on museum floor within the exhibit spaces • Interact with all guests in an upbeat and friendly manner • Provide assistance with field trip set-up and preparation • Additional tasks to support field trips available on a case-by-case basis. Please inquire regarding specific interests. 	
Skills and Qualifications: <ul style="list-style-type: none"> • Must be responsible, reliable, and punctual • Able to communicate clearly with staff, volunteers, and guests • The ideal candidate will be a retired teacher or have previous experience teaching and/or working with children in one of the following settings: school, early childhood development center, or preschool. • Interested in working with children in a structured setting. <p style="margin-left: 20px;">*Bi-Lingual in Spanish, Chinese, and Korean a plus</p>	
Time Commitment: Availability: Between 9:00a.m.-1:00p.m*. Monday through Thursday Minimum of 4 field trips per a school year (September-June) *Flexible hours may be available for certain field trips.	
Training: <ul style="list-style-type: none"> • Pretend City Volunteer Training • Field Trip Training 	
Benefits: <ul style="list-style-type: none"> • Spend time in a professional and creative environment • Volunteer in a position that is worthwhile and challenging • Use your professional skills to aid children and families within your community • Work with children and families from the low-income community when supporting out PC scholarship visits. • Gain and build experience and knowledge in working with children of various ages. 	