



VOLUNTEER JOB DESCRIPTION

Revised 12/2019

Title: Volunteer Program Assistant

Reports to: Volunteer Coordinator

Purpose: The **Volunteer Program Assistant** will provide support for a growing and diverse volunteer program. In this position you will handle many administrative aspects for the volunteer program, including some tasks related to recruiting student and adult volunteers. This position will also assist with managing paperwork and program data.

Responsibilities:

- Be knowledgeable of the Museum, its mission, exhibits, and history
- Act as a role model of positive teamwork
- Demonstrate excellent customer service practices
- Perform administrative tasks, including filing, data entry, and record management
- Participate in activities related to marketing the volunteer program, including tabling events
- Assist in responding to volunteer inquires and with volunteer orientation sessions
- Understand the scope of volunteer program and be able to speak to the many ways volunteers can become involved with the Museum
- Optional: Serve on one or more volunteer committees

Qualifications:

- Exhibit a positive attitude and an understanding of teamwork
- Be able to work independently as needed and complete tasks with minimal supervision
- Enjoy data entry and be able to complete projects accurately
- Have an eye for detail and the ability to follow up on outstanding items
- Be at ease meeting new people and talking to students (ages 14+) and adults

Training Provided:

- Orientation
- Task training provided as required
- Optional: Museum self-study materials related to history and science content

Time Commitment:

- 2 to 8 hours per week performing duties related to the responsibilities described above
- Attendance at 4 Volunteer Meetings per year
- Optional: Opportunities to assist with special programming or projects
- Optional: Opportunities to attend supplemental content briefings (typically one session per month)

Volunteer Benefits:

In addition to the numerous intangible benefits of volunteering at the Museum, you receive:

- Free Admission for the volunteer + 2 guest passes per volunteer per year.
- Invitations to the Museum's Special Events.
- An invitation for the volunteer and a guest to the Volunteer Appreciation Picnic, usually held in June.
- For those volunteers who complete 100 or more hours of volunteer service annually, an invitation for the volunteer and a guest to the Annual Holiday Volunteer Party, usually held in early December.

Printed Volunteer Name: _____

Volunteer Signature: _____

Date: _____