Volunteer Position Description

Position Title: Special Events Volunteer

Position Summary:
Special Events Volunteers support various departments by assisting with a variety of tasks at events throughout the year. Volunteers receive information on upcoming events, including available times, dates, and tasks, and have the opportunity to sign-up for shifts that are convenient for them. There are typically two special events per month. Below are several examples of events that a Special Events Volunteer might help with:

- Community Night – This event typically takes place monthly from 5:00 to 8:00 pm on a Tuesday. Volunteers support Community Night by helping with make-n-takes and other activities.
- Science After Hours – This event typically takes place monthly from 7:00 to 10:00 pm on a Tuesday. Volunteers provide general event support, including collecting evaluations and directing guests.
- Creation Station – Each year, around the holiday season, guests can enjoy our collection of Giant Tinker Toys, Keva Planks, and other creation toys. Volunteers provide support by welcoming guests, patrolling the toy area, and helping to keep things in order.

Special Skills Required:
- Must be friendly and enthusiastic about working with people
- Reliable and punctual
- Positive attitude
- Enjoy working with children
- Ability to accept supervision

Schedule Requirements:
Most events occur in the evening or on weekends. Special Events volunteers should have availability during these times and be willing to volunteer at least 6 times per year.

Clearance Requirements: This position involves direct contact with children. Volunteers must meet background clearance requirements before they can begin.