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 2 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 from 5:30pm - 7:30pm on the third Wednesday of each month. Volunteers support Community Night by helping with make-n-takes and other activities.
- **Member Sunday** – Each month the Membership Department hosts a workshop event for its members. A typical event is scheduled from 11am-2:30pm on a Sunday. Volunteers support these events by helping Members with the workshop activities.
- **Creation Station** – Each year, for several days around the Holidays, visitors are invited to enjoy our collection of giant tinker toys and other creation toys. Volunteers provide support by welcoming visitors, patrolling the toy area, and helping to keep things in order. Volunteers can sign-up to help for all or part of any day the exhibit is open.

Special Skills Required:
- Must be friendly and enthusiastic about working with people
- Reliable and punctual
- Positive attitude
- Able to work well 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.