

# Arts and Crafts Volunteer Job Description

## Role of Arts and Crafts Volunteer

Arts and Crafts Volunteers provide museum guests the opportunity to create an arts and crafts project during their visit. Volunteers supervise and facilitate the creation of a variety of projects and provide guests with a positive experience.

## Duties and Responsibilities

- Assist guests in the creation of arts and crafts projects.
- Brainstorm and suggest new ideas for engaging, site-related projects.
- Provide necessary set-up and clean-up of materials, and notify supervisors when materials need replacement.

## Qualifications

- Customer service and/or education skills.
- Willingness and interest in working with the public, especially families and children.
- Ability to work well with others, accept supervision, and remain flexible.
- At least 14 years of age. People under 18 must provide parental consent.

## Training

- Attend volunteer staff orientation and training sessions.

## Expected Commitment

- Volunteer opportunities available year-round.
- Preferably at least once a week for 3-4 hours, (between the hours of 10 am-5 pm) although concessions can be made for qualified candidates.
- Special Events throughout the year as needed.

## Supervision

- Position reports to Interpretation & Education Coordinator.
- Additional supervision by paid staff, who create schedule and list of duties.