



## ARIZONA MUSEUM FOR YOUTH VOLUNTEER POSITION DESCRIPTION

**Volunteer Title:** ADMINISTRATION VOLUNTEER

**Accountable to:** Senior Program Assistant and Membership Coordinator

**Purpose:** Provides clerical support to the Arizona Museum for Youth administrative staff to make the workload more manageable which will, in turn, allow staff to provide even better service to the public.

**Specific Duties:**

1. Answering phones.
2. Preparing notebooks.
3. Filing and maintaining files.
4. Assist with class registration.
5. Assist with updating the Arizona Museum for Youth mailing list on the Access database.
6. Track Volunteer hours and report monthly.
7. Assist at special outreach events, membership programs and facility rentals.
8. Other office duties as needed.

**Qualifications:** The volunteer should enjoy interacting with the public and have excellent phone etiquette, and good communication skills. Having a pleasant disposition and getting along with others easily is a necessity. Ability to maintain confidentiality is important.

**Skills:** Computer skills, including experience using Word, Access, Excel and web design knowledge is preferred.

**Experience:** Previous office experience or working with the public is preferred.

**Special Requirements:** Because of the confidential and sensitive nature of information handled, successful completion of a background investigation is required if over 18 as is a signed non-disclosure agreement (NDA).

**Time Commitment:** 4-12 hours a week.