



ARIZONA MUSEUM FOR YOUTH VOLUNTEER POSITION DESCRIPTION

Volunteer Title: SPECIAL EVENTS VOLUNTEER

Accountable to: Marketing and PR Director

Purpose: Assisting AMY staff with special events throughout the year.

Specific Duties:

- Greet and direct the public
- Assist with set up and clean up
- Assist with artist and volunteer hospitality
- Hand out information on how to become involved with Museum
- Sell raffle tickets, t-shirts, event tickets, and other items
- Provide crowd control
- Answer questions
- Assist children with making crafts or game playing
- Distribute program publicity material or provide program information
- Set up and break down tables for events

Qualifications: Must be friendly and outgoing, yet assertive when necessary. The Volunteer should enjoy interacting with the public and working with a large diverse group of people. Should be able to walk and stand comfortably for long periods of time. Flexibility and sense of humor is helpful.

Skills: Good verbal communication is required as well as a helpful personality, promptness and reliability.

Special Requirement: May require a background check if over 18.

Time Commitment: This position is intermittent or seasonal as needed throughout the year. Most shifts are two to four hours, but some require nights and weekends. Some events may require longer shifts.