



## Volunteer Position Description

**Position Title:** Behind the Scenes Volunteer  
**Department:** Development and Administration  
**Staff Supervisor:** Development Assistant

### Position Description

The Behind the Scenes Volunteer will help with general office tasks located off of the museum floor. Tasks may include filing papers, helping to prepare mailings, or entering data into the database.

### Duties and Activities

- File papers for Administration or Development department
- Assist with Development or Membership mailings which includes folding papers, stuffing, and arranging envelopes
- Enter information into the Raiser's Edge database (optional based on experience)
- Assist staff with basic accounting tasks (optional based on experience)
- Promote volunteerism at MCM
- Performs other tasks as requested by staff supervisor

### Time Commitment

- Minimum 1 session (4 month) commitment
- Choose 1 shift to attend on a weekly basis
- Shift times: Mondays 9:30 am – 11:30 am, 1:30 pm – 3:30 pm, Tuesdays 1:30 pm – 3:30 pm, Wednesdays 1:30 pm – 3:30 pm, and Thursdays 1:30 pm – 3:30 pm.
- Please note: shifts are filled on a first-come, first-serve basis

### Qualifications: General

- Be at least 12 years old or be part of a Family Volunteer team
- Open availability during weekdays
- Able to work successfully as a team player
- Self-motivated and able to work well with little supervision
- Complete a Volunteer Application, clear a background check, and attend a volunteer interview
- Able to attend a General MCM Orientation and complete training specific to the volunteer position

### Qualifications: Physical

- Able to see and hear visitors and staff
- Able to communicate clearly with visitors and staff

### Qualifications: Education

- Basic math, verbal, and communication skills

### Preferred Knowledge and Skills

- Previous experience with office tasks

### Position Benefits

- Gain a better understanding of non-profit organizations
- Learn more about fundraising and marketing

### Physical Demands and Environment

The physical demands and work environment characteristics described here are representative of those that must be met by a volunteer to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the volunteer is regularly required to sit, walk, and bend over; frequently required to use hands to finger, handle,

or feel; and required to talk, hear, and see with the ability to focus. The volunteer may occasionally lift and or move up to 30 pounds. The noise level in the work environment is usually moderate to loud.