



Volunteer Position Description

Position Title: Early Learning Explorer

Department: Education

Staff Supervisor: Early Learning Coordinator (Education Staff)

Position Description

The Early Learning Explorer will help facilitate programming and direct visitors in the Wilderndest early learning exhibit designed for children ages birth to five years. Additional tasks may include assisting with upkeep of the exhibit space including resetting exhibits.

Duties and Activities

- Greets visitors and answers visitor questions
- Leads or assists with programming activities as requested
- Assists staff with upkeep of exhibit space including resetting exhibits
- Encourages and facilitates exhibit play
- Helps with special events or activities as needed
- Assist staff during emergency situations, following their directions
- Promote volunteerism at MCM
- Interacts with all visitors in a friendly, professional manner, with exemplary customer service
- Maintains a current knowledge of: museum programs, services, events, State Street, and the surrounding area
- Performs other tasks as requested by staff supervisor

Time Commitment

- Minimum 12 week commitment
- Choose 1 shift to attend on a weekly basis
- Shift times: Sunday through Saturday: 10:00 am – 12:00 noon, 12:00 - 2:00 pm, and 2:00 pm - 4:00 pm. Also on Thursdays: 4:00 pm – 6:00 pm and 6:00 pm – 8:00 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 museum hours
- Able to relate well to people of all ages and backgrounds
- Must be able to interpret social cues and make appropriate decisions
- 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

- Experience working with children and/or families
- Background in Early Learning, Child Development, or Education

Position Benefits

- Interact with both children and adults

- Learn more about educational programming and facilitation for children
- Gain experience working with infants, toddlers, preschool age children and adults

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.