



## Volunteer Position Description

**Position Title:** Sewing Specialist

**Department:** Education

**Staff Supervisor:** Early Learning Coordinator (Education Staff)

### Position Description

The Sewing Specialist will help the museum with a variety of sewing projects where the final product will be used in the museum exhibits. Sewing projects will be completed in volunteer's home. Materials will be provided by the museum, or if they need to be purchased, volunteers will be reimbursed.

### Duties and Activities

- Works independently on various sewing projects for museum exhibits in volunteer's own home
- Sewing projects can include: clothing for the 1920's display window, cushion covers, felted wool food, aprons or vests

### Time Commitment

- Approximately 2 hours, once per week
- Minimum 1 session (4 month) commitment

### Qualifications: General

- Be at least 12 years old or be part of a Family Volunteer team
- 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

### 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 sewing machines, sergers, and hand sewing
- Previous experience sewing using a pattern

### Position Benefits

- Use your skills and talents to contribute to museum exhibits
- See finished projects being used by children and families in the museum

### 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.