



Volunteer Position Description

Position Title: Tinkerer's Workshop Volunteer

Department: Education

Staff Supervisor: Director of Education (Education Staff)

Position Description

The Tinkerer's Workshop Volunteer will facilitate educational programming in the Possibleopolis exhibit which is a city where art and science meet. Volunteer tasks will include teaching children how to use tools to build and repair everyday objects. Additional tasks may include assisting with upkeep of the exhibit space including resetting exhibits.

Duties and Activities

- Leads program activities as requested
- Specific tasks include: brining out tools and supplies, showing children and families how to use them, and supervising activities to ensure safety of all visitors
- Assists staff with upkeep of exhibit space including resetting exhibits
- Greets visitors and answers visitor questions
- 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 1 session (4 month) 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
- Interest in working with hand tools, building, or construction

Position Benefits

- Interact with both children and adults

- Learn more about educational program planning and facilitation for children
- Share your interest in a particular area of construction, building, electronics, or engineering

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.