



## Family Programs Prep Volunteer

**Position Title:** Family Programs Prep Volunteer

**Date prepared:** 2015-12-15

**Prepared by:** Early Childhood Coordinator

### **VOLUNTEER POSITION SUMMARY**

The California Academy of Sciences Family Programs Assistant Volunteer is a support position with a minimum term of six months. Under the direction of Public Programs staff, the volunteer will prepare crafts and activities for Family Programs. The volunteer's responsibilities may include photocopying, tracing, laminating, organizing materials, sharpening colored pencils etc.

### **TIME ALLOCATION**

- 3 hours per day with a flexible schedule
- A minimum of 2 shifts per month, with a set schedule

### **VOLUNTEER PROJECT DURATION**

- Minimum 6 months

### **VOLUNTEER PROJECTS: Family Programs Prep**

- Prepare and organize materials to support the Family Programs provided by the Academy by preparing activity materials

### **QUALIFICATIONS**

To qualify for the volunteer opportunity, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be self-motivated with ability to work autonomously and as member of a team.
- Excellent oral and written communication, interpersonal, and organizational skills
- Must be over the age of 18

**Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure annuals. Ability to write routine reports and correspondence.

**Physical Demands and Work Environment:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, sit, walk, and reach with hands and arms, and talk or hear. Must be able to perform repetitive motions 50% of the time. Must be able to lift 25 lbs.

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