

## CITY OF MESA JOB DESCRIPTION

### PROGRAMMING ASSISTANT VOLUNTEER

#### JOB DESCRIPTION

**Classification Responsibilities:** A Programming Assistant Volunteer supports the Museum's education team by helping deliver hands-on, child-centered learning experiences. Volunteers assist with both scheduled and drop-in programs, including helping set up and clean up materials, greeting families, and supporting children's engagement during activities. Volunteers work in key program areas such as the ArtVille Classroom, Lab, or Studio.

**Distinguishing Features:** This position is ideal for those interested in informal education, early childhood development, and the museum field. The Programming Assistant Volunteers report to education staff and may receive additional guidance from program leads or guest experience team members.

#### QUALIFICATIONS

**Minimum Qualifications Required.** Must be at least 15 years old. A positive attitude and interest in working with children and families is required. Previous experience in education or museum settings is beneficial but not required.

**Special Requirements.** A background check may be required depending on the applicant's age.

#### ESSENTIAL FUNCTIONS

**Communication:** Must interact professionally with Museum staff, campers, and other volunteers. Volunteers should demonstrate a friendly demeanor and strong communication skills when engaging children and supporting learning experiences.

**Manual/Physical:** Ability to assist with the setup and cleanup of activity areas, handle basic materials, and supervise children in a camp setting. Extended periods of standing and occasional lifting up to 25 pounds may be required.

**Mental:** Must be able to follow instructions, remain flexible in a dynamic environment, and respond to the needs of campers with patience and care.

**Ability to:**

- engage positively with young learners;
- collaborate with Museum staff and peers;
- maintain a clean, safe, and welcoming environment;
- follow schedules and safety protocols; and
- attend required training prior to camp.

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