

CITY OF MESA JOB DESCRIPTION

SUPPLY PREP ASSISTANT VOLUNTEER

JOB DESCRIPTION

Classification Responsibilities: A Supply Prep Assistant works behind the scenes to support Museum programming by preparing, organizing, and assembling materials for exhibits, classes, and events. This role is vital to ensuring smooth and efficient program delivery and includes a variety of hands-on tasks such as sorting, cutting, bundling, and restocking supplies.

Distinguishing Features: This role is ideal for volunteers who enjoy detailed work and contributing to operational success in a quieter, focused setting. The Supply Prep Assistants report to the guest experience team and work in collaboration with other staff and volunteers.

QUALIFICATIONS

Minimum Qualifications Required. Must be at least 15 years old. Detail-oriented individuals with a strong work ethic and a desire to support arts and education programs are encouraged to apply.

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

ESSENTIAL FUNCTIONS

Communication: Must communicate effectively with staff regarding task needs and updates. Volunteers should be reliable and team-oriented.

Manual/Physical: Must be able to handle materials (scissors, glue, paper, and/or small objects), perform repetitive tasks, and maintain an organized workspace.

Mental: Must focus on accuracy and task completion while managing time efficiently.

Ability to:

- prepare and organize materials efficiently;
- follow directions and complete assigned tasks;
- maintain a clean, orderly workspace;
- collaborate with staff and volunteers; and
- support day-to-day program needs behind the scenes.

AD

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