

Volunteer Position Description



Position Title:	Development Volunteer
Department:	Development
Reports to:	Membership and Annual Giving Coordinator
Primary Purpose:	The Development Department advances the mission of the Museum through creative programs that cultivate and steward members to support the Museum as a whole. The Development Volunteer will assist with projects and administrative tasks that help further the mission and functions of the Development Department.
Main Functions:	<ul style="list-style-type: none">• Perform administrative tasks such as copying, printing, scanning, and filing• Assist with mailings; stuffing envelopes• Provide assistance with special events and membership drives- Help set up table and materials, greet guests, and promote membership• Assist with new projects as needed
Qualifications:	<ul style="list-style-type: none">• Available during office hours Monday-Friday 9-5pm and some weekends• Communicate respectfully and professionally with all Museum visitors, volunteers and staff• Must be organized and take instructions well
Time Commitment Requirements:	1-5 hours per project
Training:	The Development Department will administer training on site as needed.
Environmental Conditions (e.g., office, gallery, indoors or outdoors):	This position will be based in a busy museum environment and is likely to interface with the public.
Physical Requirements:	Must be able to lift and carry file boxes and other awkward items weighing up to 25 lbs., including up and down stairs. May requires intermittent standing, walking, sitting, squatting, stretching, and bending throughout the volunteer shift. Must be able to see and hear well, or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.