



**Role Description: Junior Volunteer**  
**Reports to: Youth Workforce Mentor**

### **Essential Function**

This unpaid volunteer opportunity is part of a structured program designed to support participants as a preview to a first job experience. Junior Volunteers receive orientation, weekly cohort meetings, and ongoing mentorship from the Youth Workforce Mentor. Through hands-on roles that support museum visitors, programs, and operations, interns develop essential skills in communication, responsibility, teamwork, and leadership while contributing meaningfully to the museum environment.

### **Essential Duties**

- Interact with visitors in ways that help all visitors feel welcomed and supported.
- Learn how exhibits work and help children and families explore them in a fun and safe way.
- Reset exhibits and help keep the Museum spaces clean, safe, and ready for play.
- Stay updated on the day's schedule and help where needed.
- Help with setup, cleanup, and facilitation of programs and events.
- Assist with collecting feedback and surveys.
- Communicate visitor feedback and safety concerns to staff.
- Follow safety protocols and emergency procedures.
- Represent the museum with professionalism and enthusiasm.

### **Workplace Readiness Expectations**

#### **Demeanor and Engagement**

- Brings energy, enthusiasm, and a welcoming attitude to each shift.
- Treats others with patience and respect.
- Adapts well to new tasks and an ever-changing work environment.
- Demonstrates commitment to KidsPlay's mission and values.

#### **Core Skills**

- Active learning - Applies new information to improve performance.
- Active listening - Pays attention, asks questions, and responds to others thoughtfully.
- Critical thinking - Uses logic and reasoning to make decisions and solve problems.
- Collaboration - Works effectively with others to accomplish a task.

#### **Core Abilities**

- Comprehend Oral Information - Understands and follows spoken information and instructions.
- Speak - Communicates information in person and on the telephone.

- Reading Comprehension - Reads and understands written information and ideas.
- Write - Communicates information and ideas in writing so others will understand.

### **Other Work Habits**

- Initiative - Demonstrates curiosity and contributes without being asked.
- Dependability - Is reliable, responsible, and follows through on commitments.
- Attendance - Manages schedule responsibly and notifies staff in advance when unable to work a scheduled shift.
- Punctuality - Is ready to work promptly at the start of each shift.
- Reflective Practice - Sets personal goals and monitors progress.
- Professionalism - Maintains a neat appearance and keeps workspaces tidy.
- Reliable Communication - Responds promptly to messages regarding scheduling or assignments and notifies staff in advance if unable to attend.

### **Qualifications**

- Successful results on a criminal and sexual abuse background screening.
- Must be at least 14 years of age at the time of employment
- Must be a current High School student.
- Must have a GPA equivalent to a “B” average or higher

### **Physical Demands**

Considerable standing, walking, stooping, and stair climbing. Some lifting of more than 20 lbs., bending, and stretching overhead is required. Use of ladders and tools and exposure to paints, glues and solvents. Exposure to body fluids (e.g. diapering equipment and the use of spill kits for vomit). Outdoor activities may expose this position to extremes in temperature and inclement weather.

### **Schedule expectations**

Part-time volunteer opportunity of 12 - 15 hours per week.

The Junior Volunteer position ends Labor Day, September 1, 2025.

### **Compensation and Benefits:**

This is an unpaid volunteer role. Participants will receive structured training, mentorship, and recognition for their service. Successful completion may be acknowledged with a certificate, community service hours, or letters of recommendation.

### **Application Process**

Please submit an application via <http://kidsplaymuseum.org/about/employment.php>.

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