

## **Position Title: Accounting Assistant**

Position Description: Assist the Finance and HR Director with day-to-day accounting functions.

Training Required (Yes)                      Dates Training is provided: Ongoing

Volunteers interested in Accounting could benefit greatly from this position. The tasks of the position require the volunteer to enter accounts payable, general ledger analysis, file paperwork, transfer information from one program to another, and have computer skills.

Position Supervisor: Kim Doverspike/Alison Pettit

## **Position Title: Exploratory Lab Aide**

Position Description: This individual will work with the Exploratory Lab Manager to ensure the Exploratory Lab is adequately staffed and develop monthly lab themes. This individual will work with other members of staff and volunteers.

Training Required (Yes)                      Dates Training is provided: Ongoing

Volunteers interested in physics, chemistry, biology and education could benefit greatly from this position. The tasks of the position require the volunteer to develop special informal educational project, keep lab running efficiently, and facilitate monthly lab themes to the public.

Position Supervisor: Sara Anderson/ Alison Pettit

## **Position Title: Exhibit Maintenance Assistant**

Position Description: Assist the Exhibit Technician with exhibit projects and maintenance.

Training Required (Yes)                      Dates Training is provided: Ongoing

Volunteers interested in Science could benefit greatly from this position. The tasks of the position require the volunteer to assist as needed with planning and implementation. Duties include working on special exhibit projects, keeping up with exhibit maintenance, and building and repairing exhibits.

Position Supervisor: Robert Olson/Alison Pettit

## **Position Title: Early Childhood Education Aide**

Position Description: Assist education staff with research, development and implementation of early childhood presentations offered on Science Sprout museum days.

Training Required (Yes)                      Dates Training is provided: Ongoing

Volunteers interested in early childhood education could benefit greatly from this position. The tasks of the position require the volunteer to facilitate Science Sprout days, including age-appropriate science demonstrations monthly from September -February.

Position Supervisor: Laurie Duncan / Alison Pettit

## **Position Title: Health and Life Sciences Aide**

This individual will help with various projects between the BodyWorks gallery and the ChromoZone gallery. BodyWorks is an interactive exhibit hall focused on human health, wellness and anatomy. ChromoZone focuses on cell and molecular biology. Projects will include development and implementation of education information for visitors. This position will also work closely with the public to facilitate an assigned area.

Training Required (Yes)                      Dates Training is provided: Ongoing

Position Supervisor: Sara Coffman / Alison Pettit

## **Position Title: Museum Aide**

Position Description: Assist the Museum Manager with managing and marketing the museum and volunteers.

Training Required (Yes)                      Dates Training is provided: Ongoing

Volunteer in Business, Marketing, and Management could benefit greatly from this position. The tasks of the position require the volunteer to have computer and writing skills. This position will also be assisting with the organization of the volunteer program.

Position Supervisor: Alison Pettit

## **Position Title: Graphic Design Assistant**

Position Description: This individual will work with the Graphic Designer to design and implement promotional information, signage and informational material for special events, and signage for exhibits.

Training Required (Yes)                      Dates Training is provided: Ongoing

Volunteers interested in art and graphic design could benefit greatly from this position. The tasks of this position require the volunteer to assist as needed with planning and implementation of promotional materials and signage.

Position Supervisor: Charlotte McCoy/Alison Pettit

## **Position Title: Tech writer/ Social Media Assistant**

Position Description: Assist with the development and maintenance of the web page and social media.

Training Required (Yes)                      Dates Training is provided: Ongoing

Volunteers interested in computers and writing would benefit greatly from this position. The tasks of the position require the volunteer to assist with the maintenance of the web page and social media sites.

Position Supervisor: Charlotte McCoy/Alison Pettit