



VOLUNTEER OPPORTUNITY

Position Open: Friday, October 2, 2009, until sufficient applications received.
Position Title: ARIZONA MUSEUM FOR YOUTH GALLERY ATTENDANT
Department/Division: Arts and Cultural
Worksite Address: 35 N. Robson
Hours/Week: 4 to 12 hours per week
Days of Work Week: Tuesday through Sunday
Start/End Hours: 10:00 a.m. - 4:00 p.m.

Position Description: A Gallery Attendant performs a variety of activities that facilitate children's art workshops, classes, and special events.

Specific Duties:

1. Must be able to engage and interact with the public to foster a wonderful museum experience for casual visitors.
2. Preparation and clean up for scheduled programs and/or specific projects, assisting parents and/or children in the completion of class activities.
3. Maintenance of art supplies and tools.
4. Assisting instructors and museum staff in prep, storage, and clean up and other related duties as needed.

Qualifications: Requires any combination of training, education, and experience that demonstrates an interest in art, education, and/or children's education. Must be able to communicate with Arizona Museum for Youth employees, instructors, program participants, other volunteers, and the general public. Understand and follow verbal and written instruction. Be able to move six-foot tables and chairs to accommodate program activities. Lift a minimum of 15 pounds.

Skills: Communication skills are required in order to understand and follow written and verbal instructions. Comfortable communicating with children and the public.

Special Requirement: Because of the confidential and sensitive nature of information handled, successful completion of a background investigation is required if over 18.

Application and Selection Process: Human Resources reserves the right to close this position without prior notification. Please complete the Volunteer Application available at Human Resources or from our website. Applications will be reviewed and individuals may be selected for an interview. If you are invited to a testing process and might require reasonable accommodation to participate, please advise Human Resources at the time you are contacted.

APPLY: CITY OF MESA HUMAN RESOURCES
MESA CITY PLAZA
20 E. MAIN STREET, SUITE 130
MESA, AZ 85201

MAIL APPLICATIONS TO:
CITY OF MESA HUMAN RESOURCES
P. O. BOX 1466
MESA, AZ 85211-1466

Website: www.mesaaz.gov/jobs
OFFICE (480) 644-2365

JOB HOTLINE (480) 644-2759
OR 1-800-662-5053 Toll Free

**The City of Mesa respects, values, and welcomes diversity in our workforce.
To this end, we encourage all interested people to apply.**