**Volunteer Job Description** 

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| POSITION | | | | | | | | | | |
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| JOB TITLE: | | | Central Services Support | | | | DIRECT SUPPORTS: | Chief of Facilities | | |
| DEPARTMENT: | | | Facilities | | | | DIRECTLY SUPPORTS: | Museum staff, Volunteers, and Visitors | | |
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| JOB SUMMARY | | | | | | | | | | |
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| Central Services Support Volunteers work with our Facilities team to ensure that the Museum stays clean and presentable for Visitors, Volunteers, and Staff. Shifts are in the morning or early evening while the Museum is closed. | | | | | | | | | | |
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| ESSENTIAL FUNCTIONS (in order of priority with the percentage of time spent on each) | | | | | | | | | | |
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| **95%** | **Cleaning and Maintenance**   * *Vacuuming, power sweeping, dusting inside the facility* * *Leaf blowing and light weeding the grounds* * *Recycling and breaking down cardboard boxes* | | | | | | | | | |
| **5%** | **Additional Duties**   * *Contribute to and support the Museum’s DEAI initiatives* * *Contribute to and support the Museum’s AZA Accreditation* * *Assist with museum-wide events, such as Free Days, fundraising gala, etc.* * *Other duties as assigned* | | | | | | | | | |
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| QUALIFICATIONS | | | | | | | | | | |
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| EDUCATION/  CERTIFICATIONS | | * N/A | | | | | | | | |
| EXPERIENCE | | * No experience necessary * Some cleaning/custodial/maintenance experience is helpful | | | | | | | | |
| SKILLS/  ABILITIES | | * Ability to stay on task * Self-sufficient * Able to lift up to 20lbs | | | | | | | | |
| PHYSICAL  ELEMENTS | | * Mostly indoor work, some outdoor work, | | | | | | | | |
| EQUIPMENT  USE | | * Vacuums, walk-behind power sweeper, dusters, broom/ dust pan, battery powered leaf blower, and light computer use for clocking in volunteer hours. | | | | | | | | |
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| ACKNOWLEDGMENT | | | | | | | | | | |
| *I acknowledge that I have read and understand the above volunteer job description in its entirety and*  *am capable of performing all of the stated requirements.* | | | | | | | | | | |
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| Volunteer Name | | | | |  | Signature | | |  | Date |