



## Department Assistant Volunteer Position Description

### **SUMMARY:**

Department Assistants provide support to various departments depending on the volunteer's interest and experience. Positions are available in the following departments: Development, Education, Marketing/Membership, Special Events, and Business Operations.

### **KEY RESPONSIBILITIES:**

- Perform various administrative duties for the respective departments including data entry, mailings, etc.
- Help maintain the department's administrative files
- Perform data research
- Other duties as assigned and based on the needs of the individual department

### **QUALIFICATIONS:**

- Reliable, punctual, honest, and friendly
- Demonstrate careful attention to details
- Knowledge of Microsoft Office Suite (Word, Excel, etc.)
- Organized, dependable and responsible; able to work with limited direct supervision
- Ability to follow verbal and written instructions
- Must pass a background check

### **TIME COMMITMENT:**

Department Assistants are asked for a minimum service commitment of six months with 8 or more hours of service per month. Available hours are between 9am and 5pm Monday – Friday.

### **TRAINING:**

All volunteers participate in the New Volunteer Orientation. Department Assistants also receive on-the-job training based on individual projects within the departments. Volunteers will also have the opportunity to participate in customer service and emergency procedures trainings as well as a behind the scenes tour of the Science Center.

### **IMPACT ON THE SCIENCE CENTER:**

By supporting the Kentucky Science Center's various departments with administrative support, we are better able to meet the Science Center's mission, achieve strategic goals, and maximize the visitor's experience.

*The Kentucky Science Center reserves the right to revise this Position Description, as it deems necessary.*