



Volunteer Job Description

Revised:

Accounting Assistant

9/9/2022

- Salary Range:** None (Volunteer)
- Direct Accountability:** Controller
- Education:** College degree (earned or in progress) in related field or equivalent experience at a responsible level in accounting.
- Qualifications:** Advanced computer literacy in a variety of software packages.
Proficiency in Windows environment and Microsoft Excel.
Able to sort and file alphabetically.
- Summary:** Utilize and understand software including but not limited to Microsoft Excel, Word, and all accounting software used by the Museum. Project a friendly, smiling attitude.

Duties and Responsibilities:

1. Reconcile Balance Sheet Accounts – Assets and Liabilities on a monthly basis. (Excel spreadsheets are set up for the entire year).
2. Enter journals in MIP – Fund Accounting software, i.e., Payroll (bi-weekly) and Misc. Cash Receipts
3. Reconcile special events (wine/gala) receivables Revenue and Costs
4. Four hours weekly on a consecutive basis are required.
4. All other duties as assigned by Controller.



Volunteer Job Description

Building Maintenance Assistant

Revised:
9/9/2022

Salary Range: None (Volunteer)

Direct Accountability: Building Superintendent

Education: Current high school student or above

Qualifications:

- Experience performing building preventive maintenance
- Working knowledge of building mechanical equipment
- Ability to access all areas of the museum to perform building maintenance

Summary: Work as a member of the Building Services staff to perform maintenance to ensure the upkeep of the facility.

Duties and Responsibilities:

1. Provide a safe, clean, comfortable, secure, and productive environment for employees and visitors.
2. Check all mechanical equipment in the building.
3. Maintain a record of work orders for building maintenance.
4. Work with minimal supervision.
5. Monitor all areas of the building and grounds on a regular basis to ensure problems are corrected immediately and normal deterioration is kept to a minimum.
6. Repair restroom fixtures.
7. Perform plumbing repairs and additions.
8. Repair office furniture and fixtures.
9. Hang pictures, bulletin boards, plaques, etc.
10. Repair or replace floor tiles, rugs, dry wall, ceiling tiles, doors, windows, etc.
11. Replace light bulbs and ballasts, make minor electrical repairs.
12. Assemble new furniture, shelves, desks, chairs, etc.
13. Perform minor wood working projects.
14. Perform repairs on janitorial maintenance equipment.
15. Assist contract electrical/air conditioning maintenance personnel as needed.
16. Perform minor construction projects.
17. Perform pressure cleaning of exterior walls, atrium, balconies, etc.

18. Perform landscaping and maintain exterior lighting.
19. Assist Contract Cleaners with the cleaning of the building when short of personnel, during special projects and whenever time restraints require assistance.
20. Assist with the security of the building when needed.
21. Perform duties of Building Superintendent during his absence.
22. Perform any other maintenance functions that are required to ensure the upkeep of the building.
23. Perform other related duties as requested by the building superintendent.



Volunteer Job Description

Exhibit Prototyper (Internship)

Revised:
10/20/2022

- Salary Range:** None (Volunteer)
- Direct Accountability:** Director of Exhibits
- Education:** Current high school student and above; College Students preferable
- Qualifications:**
- A positive attitude
 - Knowledge and/or passion for content areas of the museum with a willingness to learn more
 - Excellent communication skills, both interpersonally and in writing.
 - Demonstrate a high level of self-motivation and self-direction for tasks and projects
 - Ability to work independently and as part of a team.
 - Prompt attendance.
 - Positive attitude
 - Ability to work independently and collaboratively to develop, plan, and implement short- and long-range goals
 - Bilingual a plus
- Summary:** Assist Exhibits department in designing, and maintaining exhibit experiences with emphasis on testing and evaluation. Prototypers will interact with Museum visitors to evaluate effectiveness and efficiency of new and existing exhibits. Volunteers will be involved in all levels of the design process from conceptual to physical construction of prototypes, as well as assisting with other evaluation projects as needed.
- Duties and Responsibilities:**
- Conduct surveys, observations, and tracking / timing studies with visitors and analyze data
 - Develop and facilitate prototypes of exhibit concepts with visitors, collect data and feedback
 - Document activities with photographs and written observations
 - Assist in other exhibit prototyping and evaluation projects as needed



Volunteer Job Description

Revised:

Exhibit Prototyper (Internship)

10/20/2022

Department: Exhibits

Reports To: Exhibit Developer

Time Commitment: 5 weeks

Hours: 18 hours per week (flexible)

Summary of Position: The Exhibit Prototyper will assist in designing and maintaining exhibit experiences with an emphasis on testing and evaluation. Prototypers will interact with museum visitors to evaluate effectiveness and efficiency of new and existing exhibits. Interns will be involved in all levels of the design process from conceptual to physical construction of prototypes, as well as assisting with other evaluation projects as needed.

Qualifications:

- Seeking a degree in a related field (i.e., Museum Studies, Science, Art)
- Familiarity with typical office equipment and software (Word, Excel, etc.), Experience with Photoshop and Illustrator preferred
- Must pass a background check administered by the Museum

Requirements:

- Excellent written and verbal communication skills
- Candidates should be able to work as a team and be able to work with limited supervision
- Knowledge and/or passion for content areas of the museum with a willingness to learn more
- Ability to work independently and collaboratively to develop, plan, and implement short and long-range goals
- Ability to lift to 50 lbs

Learning Objectives:

1. Learn the steps involved in the exhibit development process, from design to evaluation
2. Conduct surveys, observations, and tracking/timing studies with visitors and analyze data
3. Develop and facilitate prototypes of exhibit concepts with visitors, collect data and feedback



Volunteer Job Description

Revised:

Exhibit Archivist (Internship)

10/20/2022

Department: Exhibits

Reports To: Exhibit Developer

Time Commitment: 5 weeks

Hours: 18 hours per week

Summary of Position: The Exhibit Archivist will assist in taking inventory of the museum's specimen and artifact collection. Interns will sort through the existing collection, photograph and document specimens, and organize collections paperwork. This internship will give aspiring museum professionals an inside look into collections management and allow them to participate in the behind-the-scenes documentation process.

Qualifications:

- Seeking a degree in a related field (i.e., Museum Studies, History, Science)
- Familiarity with typical office equipment and software (Word, Excel, etc.)
- Must pass a background check administered by the Museum

Requirements:

- Excellent written and verbal communication skills
- Candidates should be able to work as a team and with limited supervision
- Ability to think critically and logically sort through a variety of material
- Must be able to perform the following physical behaviors: standing, walking, handling, reaching horizontally, grasping firmly, reaching above the shoulder, reaching below the waist, crouching, kneeling, sitting on the floor and carrying items up a ladder
- Ability to lift up to 50 lbs.

Learning Objectives:

1. Learn basic collections management stewardship
2. Use proper techniques when handling specimens
3. Track progress of collection documentation



Volunteer Job Description

Revised:

Exhibits Technician Assistant

9/8/2022

Salary Range: None (Volunteer)

Direct Accountability: Exhibits Maintenance Manager

Education: Current high school student or above

Qualifications:

- Good communication skills.
- Technical experience/skills (a plus).
- Experience using tools (a plus).
- Must adhere to equipment and general safety procedures.
- Comfortable in a workshop setting (noise/safety/etc).
- Comfortable working in a crowded setting.
- Ability to stand for long periods of time.
- Must be available to volunteer weekdays, holidays, weekends, or evenings.
- Must be able to lift 50 lbs.

Summary: Exhibits Technician Assistant must be available to assist exhibits staff both behind the scenes and on the floor with the maintenance of exhibits on the Museum floor as well construction/building of exhibit pieces in the workshop. Tasks will be assigned based on experience and training needed.

Duties and Responsibilities:

1. Assist Exhibits staff with tasks on/off the museum floor.
2. Complete assigned tasks in the workshop area or office.
3. Help exhibits staff with maintenance of floor exhibits, as needed.
4. Complete any training as assigned by staff/management.
5. Perform these and all other duties assigned by the department manager.



Volunteer Job Description

Revised:

Explore Store Assistant

9/8/2022

Salary Range: None (Volunteer)

Direct Accountability: Store Manager or Assistant Manager

Education: Current high school student or above

Qualifications:

- Friendly customer service attitude.
- Good oral communications skills.
- Ability to work in a fast-paced environment with children.
- Keep displays neat and clean.

Summary: As a volunteer of the store, you will work directly with customers and are expected to project a positive, friendly, and professional image for the Museum. You will work with other staff/volunteers to further the Museum's mission and to sustain a quality experience for the patrons.

Duties and Responsibilities:

1. Greet all customers in a courteous and helpful manner.
2. Assist in pricing, restocking, and cleaning of Store.
3. Assist customers with locating items throughout the Explore Store.
4. Keep Stores merchandise organized.



Volunteer Job Description

Revised:

Guest Service Associate

9/13/2022

Salary Range: None (Volunteer)

Direct Accountability: Guest Service Manager

Education: Current high school student or above

Qualifications:

- Must be 14 years old or more.
- Must have a mature personality.
- Must have a friendly and positive attitude.
- Must be proactive; able to work under pressure and constantly changing conditions.
- Must be able to take direction from Supervisor and work independently when

Summary: Responsible for greeting guests in a friendly, efficient and professional manner. Duties include assisting in the different guest services roles as needed. These roles include IMAX usher, Elements Café Attendant, Explore Store Assistant, and Guest Greeter.

Duties and Responsibilities:

1. Must provide excellent customer service to museum visitors at all times.
2. Always greet visitors in a courteous, helpful and professional manner. SMILE!
3. To make sure that you are prepared to answer visitor questions, you must:
 - a. Be familiar with museum layout, museum exhibits, IMAX films, and special events using Explorations Magazine and memos.
 - b. Know and understand public and member ticket price levels.
 - c. Become familiar with staff phone directory to call staff for arriving appointments.
 - d. Have general knowledge downtown Fort Lauderdale and the surrounding communities.
4. Take tickets from guests and issue floor maps.
5. Handle customer inquiries, complaints, or emergencies in a professional manner.
6. Promote museum memberships.
7. Keep in communication with floor manager and ask for assistance when needed.

8. Be available and flexible to help in the various guest services roles, including:
 - a. Ushering- taking tickets, distributing 3-D glasses, collecting/sanitizing 3-D glasses, and other usher duties assigned by manager.
 - b. Café attendant- assist guests with food/beverage purchases, follow all food safety compliances, following manager directions.
 - c. Explore Store Assistant- assisting guests with purchases, keeping an eye on crowd levels in the store, providing guest assistance when needed.
 - d. Guest Greeter- greeting guests as they enter/leave the museum in a courteous and respectful manner, answer guest inquiries, follow direction of manager for any other assigned duties.
9. Maintain the cleanliness of Information Desk and entrance lobby areas. Keep areas clean and free of any clutter.
10. Act responsibly to emergency situations and evacuations.
11. Contact management and security via walkie-talkie radio; use public address system appropriately (only as assigned).



Volunteer Job Description

Revised:

Life Sciences Assistant

9/14/2022

Salary Range: None (Volunteer)

Direct Accountability: Director of Life Sciences

Education: Current high school student or above

Qualifications: Minimum age to volunteer in department is 14 years old.
Minimum age to animal handle is 16 years old
Need an up-to-date Tetanus vaccine to animal handle
Ability to move and lift 50 lbs
Ability to climb stairs, stand for long periods of time, work in variant temperatures.

Summary: To assist Life Sciences department with daily activities related to animal husbandry, record keeping, cleaning of the animals cared for at MODS. Daily monitoring of animal exhibits/enclosures, education of guests about the animals in our care and cleaning/maintaining of the Life Sciences area.

Duties and Responsibilities:

1. Arrive on time for your shift.
2. Be able to take instruction from Supervisor/staff.
3. Ability to work on group projects and independently.
4. Provide assistance with the daily husbandry, diet prep, cleaning and enrichment of animals in our care.
5. Assisting on the floor, in the Ecoscapes Exhibits with animal monitoring and interacting/educating guests about our animals.
6. Assisting staff with any projects relating to the maintaining of animals and the life sciences department.
7. Be available to help provide enrichment for animals as needed.

8. Attend any trainings needed to be able to perform your role as Life Sciences volunteer (i.e.- animal handling training sessions).
9. Any other assignments given by supervisor.



Volunteer Job Description

Revised:

Programs Assistant

9/8/2022

Salary Range: None (Volunteer)

Direct Accountability: Public Programs Manager

Education: Current high school student or above

Qualifications:

- Good communications skills including public speaking.
- Previous customer service and teaching experience, a plus.
- Willing to learn a variety of skills and science demonstrations.
- Must adhere to equipment and general safety procedures.
- Comfortable in a crowd setting.
- Ability to work under pressure and constantly changing conditions.
- Ability to stand for long periods of time.
- Must be available to volunteer weekdays, holidays, weekends, or evenings.
- Must be able to lift 50 lbs.

Summary: Programs volunteers can work a wide variety of tasks including being stationed on the floor throughout exhibits to assist guests with inquiries and showing, helping in the Maker Space area with group activities for our guests, assisting staff with science shows/presentations, working in our Early Childhood Development room (kids 6 and under). We encourage all interested volunteers (age 16+) to get involved in animal handling- all training will be provided through MODS.

Duties and Responsibilities:

1. Provide excellent customer service to all museum visitors.
2. Assist with school, public, and youth programs including camps, field trips, outreach events. Assist staff in delivering science theater shows.
3. Interact with museum visitors by demonstrating the concepts behind the museum exhibits.
4. Greet school and recreation groups throughout the year.
5. Deliver formal and informal educational presentations.
6. Perform these and all other duties assigned by the Floor Manager, Programs and STEM Education Managers.



Volunteer Job Description

Revised:

Early Childhood Development Aide

9/27/22

Salary Range: None (Volunteer)

Direct Accountability: Director of STEM Learning

Education: Current high school student or above

Qualifications:

- Good communications skills including public speaking.
- Previous customer service and teaching experience, a plus.
- Willing to learn a variety of skills and science demonstrations.
- Must adhere to equipment and general safety procedures.
- Comfortable working with younger guests (Age 6 and under).
- Ability to oversee age-appropriate activities.
- Ability to stand for long periods of time, bend, crouch, etc.
- Must be available to volunteer weekdays, holidays, weekends, or evenings.

Summary:

Early Childhood Development Aide volunteers can work a wide variety of tasks including overseeing activities and crowd control in the STEM Early Development Room. Assisting staff with greeting guests, keeping the area clean/sanitized, leading or helping with age-appropriate activities and any other tasks assigned by the STEM Program Manager.

Duties and Responsibilities:

1. Provide excellent customer service to all museum visitors.
2. Assist with school, public, and youth programs including camps, field trips, outreach events. Assist staff in delivering science theater shows.
3. Interact with museum visitors by demonstrating the concepts behind the museum exhibits.
4. Greet school and recreation groups throughout the year.
5. Deliver formal and informal educational presentations.
6. Perform these and all other duties assigned by the Floor Manager, Programs and STEM Education Managers.



Volunteer Job Description

Development and Event Assistant

Revised:
9/10/2022

- Salary Range:** None (Volunteer)
- Direct Accountability:** Director of Events
- Education:** College degree preferred; minimum of 2 years of post-secondary education and/or related equivalent experience.
- Qualifications:** Excellent computer skills with proficiency in Outlook, Word, Excel, Power Point and Raiser's Edge preferred.
Thorough command of the English language.
Good communication skills, initiative, tact, attention to detail and discretion.
Must be able to work in an office environment and to sustain posture in a seated position for sustained periods.
- Summary:** Provide administrative support for fundraising campaigns and events; maintain donor constituent records and event support for annual gala and wine event.

Duties and Responsibilities:

1. Assist with a silent auction which includes maintaining auction spreadsheets and data entry, following up with donors to obtain prizes and forms, obtaining required logos, uploading items to cloud platform, organizing and maintaining auction binder and picking up prizes from local vendors.
2. Assist with fundraising events by coordinating mailing of invitations, managing RSVPs, event registration and ticketing pages, ticket distribution, maintaining guest lists, name badges, and organizing check-in
3. Coordinate with Develop Manager on the creation of auction bid sheets, item descriptions; excel spreadsheets and signage for gift certificates.
4. Provide day of event support for signature and Museum events including registration, auction and vendor management assistant duties
5. Any other related duties assigned by manager.



Volunteer Job Description

Revised:

Marketing / Membership Assistant

9/10/2022

- Salary Range:** None (Volunteer)
- Direct Accountability:** Social Media, Communications & Promotions Coord.; Membership Coord.
- Education:** Current high school student or above
- Qualifications:**
- Ability to work in a fast-paced environment.
 - Must have an outgoing personality.
 - Answer questions regarding the Museum Exhibits, IMAX films, membership, pricing, parking, Summer Savings Pass, coupons etc.
 - Ability to stand for long periods of time.
 - Phone skills a plus.
- Summary:** Marketing / Membership Assistants supplement the Marketing and Membership staff to promote museum activities, events, exhibits, films, and memberships.

Duties and Responsibilities:

1. Work the front line in the Atrium to promote memberships and provide information on the museum's various products, activities, and programs.
2. Light office clerical tasks (i.e. data entry, photocopying filing, mailing, phone calls, etc.).
3. Assist with offsite promotional events as needed (malls, schools, meetings, conventions, etc.).
4. Engage visitors that arrive to the MODS booth.
5. Prepare and distribute Marketing goody bags.
6. Participate in special promotional activities.
7. Assist with onsite promotional events (i.e. Memberships, Summer Savings Passes, etc.).
8. Engage visitors that arrive to the Museum.
9. Distribute promotional Items (flyers and social media cards).



Volunteer Job Description

General Administration Assistant

Revised:
9/10/2022

Salary Range: None (Volunteer)

Direct Accountability: Volunteer Coordinator and Department Supervisor

Education: Current high school student or above

Qualifications:

- Attention to detail; practice excellent organizational skills.
- Proficient in Windows and Microsoft Office Suite programs.
- Ability to alphabetize correctly.
- Data entry skills helpful.
- Office and phone skills are a plus.

Summary: General Administrative Volunteers work in a variety of departments as needed. Tasks often include photocopying, data entry, sorting, filing invoices and other documents.

Duties and Responsibilities:

1. Perform data entry tasks accurately.
2. File invoices and other documents alphabetically with accuracy.
3. Photocopy documents and prepare packets in logical order.
4. All other duties as assigned by department supervisor, HR Director, Volunteer Coordinator, CFO, or CEO.