

Great Lakes Children's Museum
Volunteer Job Description

Facility Maintenance

Revised January 2021

Location: Great Lakes Children's Museum **Reports to:** Impact Manager & Executive Director

Purpose

The Great Lakes Children's Museum provides a foundation for lifelong learning through play-based exploration. Time and child's play take a toll on the building and exhibits. This position helps keep the facility functioning, safe, and looking nice. With your help, we can make the Children's Museum a safe, high quality learning establishment. Chipped paint, broken exhibits, and a crumbling building takes away from the experience we want to provide. With your help, this museum can be a place the community – and you - can be proud of.

Position Summary:

Facility Maintenance at the Great Lakes Children's Museum can apply to the building itself or the exhibits. This position is responsible for the upkeep and improvement of the physical location that GLCM occupies. This position is not responsible for creating new exhibits or expanding the facility (although there are opportunities like that), but instead helps to upkeep what is already existing.

Duties

- Maintain the building and exhibits inside and outside the Great Lakes Children's Museum
- Record volunteer hours online or in the logbook kept in the GLCM office.
- Fix items outlined on the whiteboard by the janitor's closet or assigned by staff.
- When new items (especially safety related) are noticed, add them to the whiteboard or bring them to staff's attention.
- Ensure quality of work; sharp edges, exposed wires, and other hazards are unacceptable. Work must reflect the level of safety that GLCM requires for its facility and exhibits.
- Examine new exhibit plans for long-term maintenance issues, and gives recommendations based on their experience.

Requirements

Background Check: Yes

Experience: A wide range of experiences qualify for this position. Although no particular skills are necessary, experience with painting, building, woodwork, metal work, wiring, plumbing, HVAC, and other "handy" experience helps.

Time & Commitment: There is no minimum or required amount of time for this position. If your availability is limited, you may work with the Impact Manager to determine a schedule that works for

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you. The ideal time would be a half-day once per week. Ideally, maintenance happens outside our hours of operation. The museum galleries are closed on Mondays, for example, so Monday mornings or afternoons would be ideal times to check in once per week. However, we can be flexible – let us know what works for you and we'll be as accommodating as possible.

Restrictions:

- Maintain two-deep supervision. Avoid 1 on 1 situations with a child where their guardian cannot see or hear them.
- Use all tools and supplies as intended, especially ladders and power tools. Ask if unsure.
- Never leave dangerous tools or situations unattended while children are in the museum.

Application

1. Fill out a volunteer application found online or in the GLCM Office.
2. Review the Volunteer Handbook and Code of Conduct; return a signed copy of the Code of Conduct to the Impact Manager.
3. Conduct a brief interview with the Impact Manager to determine your schedule, your 'will do's and won't do's, and any changes you would like to make to this job description.

Compensation

This is an unpaid position, but if you incur pre-approved materials costs please save and turn in your receipts to be reimbursed. If you choose to donate those materials, please still turn those receipts in so that we can track the in-kind donation. It is important that we track all costs, even donated materials, so that we can make accurate determinations about operational costs.

Drop In Volunteers

The drop-in version of facility maintenance volunteering is a set period where a person or group runs through a list of improvements and upkeep. These events can be regularly scheduled or one-off events. Background checks are not required for these events, but volunteers must fill out time sheets and are still entitled to volunteer benefits. Reach out to the Impact Manager to schedule a group maintenance event. Important details are the estimated number of people coming, the length of time they will be available, and whether any group members have special skills to lend. If you have a particular goal, please share that as well!

Adopt an Exhibit: Groups looking to volunteer regularly (monthly, quarterly, or biannually) may want to adopt an exhibit. If your group can commit to regular maintenance, we'll make that exhibit the focus of our work, and affix a placard thanking your group for keeping that exhibit up!

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