MISSION: PPCM is a community-built, hands-on educational destination, in Southeast Colorado Springs, that engages ALL children and their grown-ups by sparking creativity through purposeful play.
VISION: Our vision is to be a trusted, growing educational resource, and a community collaborator who offers opportunities to inspire children to reach their unique potential.

Purpose of Volunteer Position: To help maintain a well known presence on Facebook. To keep a steady and consistent newsletter that goes out to the correct audiences.

Number of hours: 2-10 hours per week depending on the time of year. End of year is our busiest time.

Location: Remote or in person
Reports to: Currently, the Executive Director

Works Closely with: The Executive Director, Content Creator and other Social media volunteers

Volunteer Responsibilities:

- Maintain a consistent presence on Facebook
- Maintain a consistent newsletter that goes out to the correct audiences
- Decide on a Facebook marketing plan
- Decide on when to send out newsletter and the frequency of it
- Keep up with sharing the different Event pages that are created
- Grow and help maintain the Volunteer Facebook group by providing fun posts, skill building and getting to know you type of posts weekly in the group. Encourage engagement.
- Coordinate with the Executive Director and/or Content Creator to get content made for the posts needed
- Decide on regular sections that will be in each newsletter
- Coordinate and collect all content needed for the newsletters
- Coordinate with Executive Director when a specific email blast needs to go out
- Share posts, news, events, etc. on relatable Facebook groups at least 1x a week
- Report analytics at least 1x a month to Executive Director
- Be a part of the Marketing Committee and be able to meet in person or Zoom 1x a month

Volunteer Requirements/Working Conditions:

- All work can be done remotely
- If done remotely, Zoom or Google Meets will take place as needed
- Understand and promote PPCM’s mission
- Be a part of the Marketing Committee - meets 1-2 hours monthly; in person or Zoom
- Be an ambassador for PPCM
- Help to educate the community about PPCM

Recommended Volunteer Qualifications:

- At least 18 years old
- May work remotely outside of Colorado Springs or even Colorado
- Have experience using Facebook in all aspects; personal newsfeed, Facebook pages, Facebook groups, Facebook event pages, paid ads, etc.
- Have experience using Constant Contact
- Enjoy putting together newsletters and gathering content as needed
MISSION: PPCM is a community-built, hands-on educational destination, in Southeast Colorado Springs, that engages ALL children and their grown-ups by sparking creativity through purposeful play.
VISION: Our vision is to be a trusted, growing educational resource, and a community collaborator who offers opportunities to inspire children to reach their unique potential.

Purpose of Volunteer Position: To help gain & maintain a well known presence on Instagram and LinkedIn.
Number of hours: 2-5 hours per week depending on the time of year. End of year is our busiest time.
Location: Remote or in person
Reports to: Currently, the Executive Director
Works Closely with: The Executive Director, Content Creator and other Social media volunteers

Volunteer Responsibilities:

● Create a consistent followers base on Instagram & LinkedIn
● Decide on a Instagram/LinkedIn marketing plan
● Coordinate with the other Social media volunteers, so you are on the same page
● Coordinate with the Executive Director and/or Content Creator to get content made for the posts needed
● Coordinate and collect all content needed for Instagram & LinkedIn
● Share posts, news, events, etc. on relatable LinkedIn options at least 1x a week
● Help to respond and engage with anyone who comments on Instagram & LinkedIn
● Report analytics at least 1x a month to Executive Director
● Be a part of the Marketing Committee and be able to meet in person or Zoom 1x a month

Volunteer Requirements/Working Conditions:

● All work can be done remotely
● If done remotely, Zoom or Google Meets will take place as needed
● Understand and promote PPCM’s mission
● Be a part of the Marketing Committee - meets 1-2 hours monthly; in person or Zoom
● Be an ambassador for PPCM
● Help to educate the community about PPCM

Recommended Volunteer Qualifications:

☐ At least 18 years old
☐ May work remotely outside of Colorado Springs or even Colorado
☐ Have experience using Instagram in all aspects; personal newsfeed, Instagram pages, paid ads, etc.
☐ Have experience using LinkedIn in all aspects; personal newsfeed, LinkedIn Business Pages, LinkedIn groups & forums, etc.
☐ Refer to the website for new blogs that are created and can be used on LinkedIn
TikTok Coordinator
Created October 2021

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VISION: Our vision is to be a trusted, growing educational resource, and a community collaborator who offers opportunities to inspire children to reach their unique potential.

Purpose of Volunteer Position: To help gain & maintain a well known presence on TikTok.
Number of hours: 2-5 hours per week.
Location: In person and from home
Reports to: Currently, the Executive Director
Works Closely with: The Executive Director, Content Creator and other Social media volunteers

Volunteer Responsibilities:

- Get us up and going on TikTok
- Create a consistent followers base on TikTok
- Decide on a TikTok marketing plan
- Coordinate with the other Social media volunteers, so you are on the same page
- Coordinate with the Executive Director and/or Content Creator to get other content as needed
- Coordinate and collect all content needed for Instagram & LinkedIn
- Create videos for the TikTok page
- Help to respond and engage with anyone who comments on TikTok page
- Be able to come into museum to get content for TikTok page
- Be able to attend events to get content for TikTok page
- Report analytics at least 1x a month to Executive Director
- Be a part of the Marketing Committee and be able to meet in person or Zoom 1x a month

Volunteer Requirements/Working Conditions:

- Most work can be done remotely
- Some time within the museum or at events may be needed to create more content
- If done remotely, Zoom or Google Meets will take place as needed
- Understand and promote PPCM’s mission
- Be a part of the Marketing Committee - meets 1-2 hours monthly; in person or Zoom
- Be an ambassador for PPCM
- Help to educate the community about PPCM

Recommended Volunteer Qualifications:

☐ At least 18 years old
☐ May work remotely, but will need to be here in the Springs and able to get images and video from time to time at the museum and/or events
☐ Have experience using TikTok and creating videos
☐ Be personable and enjoyable to listen to and/or see in videos created
☐ Be creative and think outside of the box
☐ Be able to have fun and be a BIG kid!
**Website Administrator**
Created October 2021

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**Purpose of Volunteer Position:** To help maintain the Pikes Peak Children’s Museum website

**Number of hours:** 2-5 hours per week.

**Location:** Remote or in person

**Reports to:** Currently, the Executive Director

**Works Closely with:** The Executive Director, Content Creator and other Social media volunteers

**Volunteer Responsibilities:**

- Help to maintain current Wix website
- Help with determining best use of Wix and set up of website
- Ability to redesign website where suggested
- Coordinate on a weekly and/or monthly basis on new updates needed for the website
- Manage the website infrastructure
- Monitoring website performance
- Providing technical support
- Evaluating the structure and content
- Track, compile, and analyze website usage data
- Develop or document style guidelines for website content
- Develop or implement procedures for ongoing website revision
- Set up or maintain monitoring tools on web servers
- Report analytics at least 1x a month to Executive Director
- Be a part of the Marketing Committee and be able to meet in person or Zoom 1x a month

**Volunteer Requirements/Working Conditions:**

- Work can all be done remotely, however, feel free to come into the museum to work when needed during operating hours
- Understand and promote PPCM’s mission
- Be a part of the Marketing Committee - meets 1-2 hours monthly; in person or Zoom
- Be an ambassador for PPCM
- Help to educate the community about PPCM

**Recommended Volunteer Qualifications:**

- At least 18 years old
- May work remotely outside of Colorado Springs or even Colorado
- Have experience using Wix platform
- Have experience with website development
**Public Relations Coordinator**

**MISSION:** PPCM is a community-built, hands-on educational destination, in Southeast Colorado Springs, that engages ALL children and their grown-ups by sparking creativity through purposeful play.

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**Purpose of Volunteer Position:** To help create and maintain a presence with the local media in the community.

**Number of hours:** 2-12 hours per month

**Location:** Remote or in person

**Reports to:** Currently, the Executive Director

**Works Closely with:** The Executive Director, Content Creator and other Social media volunteers

**Volunteer Responsibilities:**

- Create and maintain relationships with the media to ensure that news pertaining to The PPCM is shared in a timely manner.
- Proactively pitch stories to the media. This includes writing and distributing press releases and other messaging (including social media outreach) about The PPCM and responding to media requests generated as a result of these efforts.
- Help to make sure events are listed on different calendars in print and online
- Assist in coordinating and hosting press events for all aspects of the museum
- Maintain & grow our media database
- Ability to be a spokesperson for PPCM as needed and your schedule allows for
- Be a part of the Marketing Committee and be able to meet in person or Zoom 1x a month

**Volunteer Requirements/Working Conditions:**

- Can do most work from home, but will need to be available for certain events as needed
- Understand and promote PPCM’s mission
- Be a part of the Marketing Committee - meets 1-2 hours monthly; in person or Zoom
- Be an ambassador for PPCM
- Help to educate the community about PPCM

**Recommended Volunteer Qualifications:**

- At least 18 years old
- May work remotely, but should be here in Colorado Springs
- Have experience in Public Relations or related field
- Be outgoing and comfortable in the spotlight
- Advanced writing skills and experience writing press releases
- Ability to build and maintain relationships and work well with others as part of a team.
- Superior written and verbal communications skills, including public speaking skills.
- Ability to manage multiple priorities and deadlines.
- Excellent organizational skills.
- Working knowledge of word processing and spreadsheet computer applications (Excel/Microsoft Word skills required).
- Understanding of social media platforms.
- Spanish language skills are a plus.
- Professional image representative of nonprofit image.
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Purpose of Volunteer Position: To help create more relatable content for community members and make reliable and relatable content for parents, families and kids in the community.

Number of hours: 10+ hours per month
Location: Remote or in person
Reports to: Currently, the Executive Director
Works Closely with: The Executive Director, Web Administrator and other Social media volunteers

Volunteer Responsibilities:

- Research industry-related topics
- Prepare well-structured drafts using digital publishing platforms
- Interview industry professionals and incorporate their views in blog posts & newsletters
- Edit and proofread written pieces before publication
- Conduct keyword research and use SEO guidelines to optimize content
- Provide content to social media volunteers to put on social networks
- Identify customers’ needs and recommend new topics
- Coordinate with marketing and design teams to illustrate articles
- Measure web traffic to content alongside the website administrator
- Measure social media analytics to content alongside the social media volunteers
- Be a part of the Marketing Committee and be able to meet in person or Zoom 1x a month

Volunteer Requirements/Working Conditions:

- Can work remotely
- Understand and promote PPCM’s mission
- Be a part of the Marketing Committee - meets 1-2 hours monthly; in person or Zoom
- Be an ambassador for PPCM
- Help to educate the community about PPCM

Recommended Volunteer Qualifications:

- At least 18 years old
- May work remotely out of Colorado Springs
- Proven work experience as a Content Creator, Copywriter or similar role
- Portfolio of published articles
- Hands-on experience with Content Management Systems - WIX
- Excellent writing and editing skills in English
- An ability to fact-check long-form content pieces
- Time-management skills
- Bilingual skills are a plus
- Familiarity with SEO
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**Purpose of Volunteer Position:** To help create relatable and needed images for social media content and possibly some help with new logo needs for programs/events and flyer/document design

**Number of hours:** 10+ hours per month

**Location:** Remote or in person

**Reports to:** Currently, the Executive Director

**Works Closely with:** The Executive Director, Web Administrator and other Social media volunteers

**Volunteer Responsibilities:**

- Planning concepts by studying relevant information and materials.
- Illustrating concepts by designing examples of art arrangement, size, type size and style and submitting them for approval.
- Preparing finished art by operating necessary platforms and software.
- Coordinating with outside agencies, art services, web designer, marketing, printers, and colleagues as necessary.
- Contributing to team efforts by accomplishments tasks as needed.
- Communicating with the marketing team about layout and design needs.
- Creating a wide range of graphics and layouts for social media & website needs, flyer and document design and potential new projects for PPCM
- Reviewing final layouts and suggesting improvements when necessary.
- Coordinate with social media volunteers and content writer on graphic needs
- Measure web traffic to content alongside the website administrator
- Measure social media analytics to content alongside the social media volunteers
- Be a part of the Marketing Committee and be able to meet in person or Zoom 1x a month

**Volunteer Requirements/Working Conditions:**

- Can work remotely - will need to meet by Zoom or Google meets as needed
- Understand and promote PPCM’s mission
- Be a part of the Marketing Committee - meets 1-2 hours monthly; in person or Zoom
- Be an ambassador for PPCM
- Help to educate the community about PPCM

**Recommended Volunteer Qualifications:**

- At least 18 years old
- May work remotely out of Colorado Springs
- Experience as a graphic designer or in a related field.
- Demonstrable graphic design skills with a strong portfolio.
- Proficient Experience using Canva
- Bonus if you have experience with desktop publishing tools, including Photoshop, InDesign Quark, and Illustrator.
- A strong eye for visual composition.
- Effective time management skills and the ability to meet deadlines.
- Able to give and receive constructive criticism.
- Understanding of marketing, production, website design, corporate identity, product packaging, advertisements, and multimedia design.
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Purpose of Volunteer Position: The Grant Writer will be responsible for conducting the full range of activities required to research, write, prepare, submit, and report on grant proposals to foundations, corporations, public founders, and other grant-making organizations.

Number of hours: 10+ hours per month
Location: Remote or in person
Reports to: Currently, the Executive Director
Works Closely with: The Executive Director and Board President

Volunteer Responsibilities:

- Write and submit grant proposals, fundraising-related writing projects, and reports as specifically discussed
- Work proactively with other PPCM volunteers/board members to adhere to all programmatic and fiscal reporting requirements stipulated in grants.
- Project manage proposals with board/volunteers/Executive Director, ensuring that all aspects of an application are complete, organized, and flow together in a cohesive manner aligned with PPCM standards.
- Ensure seamless and timely process for all tasks, communication and reports related to the grant process, including letters of inquiry, proposals, reports, and stewardship activities.
- Maintain clear and accurate written and electronic records of grant proposals and reports, including grant activity tracking in shared drives and databases.
- Critically assess RFPs and determine which program(s) and partnerships align to respond to the RFP.
- Deeply understand the PPCM's programs, goals, and financial needs in order to develop compelling proposals, seek new funding opportunities, and report on funding impact.
- Be a part of the Fundraising Committee and be able to meet in person or Zoom 1x a month

Volunteer Requirements/Working Conditions:

- Can work remotely
- Understand and promote PPCM’s mission
- Be a part of the Fundraising Committee - meets 1-2 hours monthly; in person or Zoom
- Be an ambassador for PPCM
- Help to educate the community about PPCM

Recommended Volunteer Qualifications:

☐ At least 18 years old
☐ May work remotely out of Colorado Springs
☐ Three years or more of grant writing or related work experience in fundraising or writing experience in the areas of social services/ humanitarian/ development programming, or an equivalent combination of education and experience.
☐ Understand the grant lifecycle process and knowledge of grant writing (craft, construct, and submit an effective grant application) and grant making techniques, current trends, and best practices.
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☐ Strong organizational and time management skills. Able to plan, organize, and complete multiple grant proposals, projects, tasks and/or reports, meet deadlines and follow-up as required.
☐ Ability to work under pressure, use independent judgment, and produce a quality grant within tight time constraints.
☐ Skill in highly persuasive and effective writing with the ability to write a convincing case for funding.
☐ Excellent attention to detail and strong computer skills.
☐ Exceptional ability to edit written materials accurately and consistently, including own work.
☐ Ability to interpret grant requirements, general business periodicals, professional journals, financial information, technical procedures, or governmental regulations.
☐ Ability to represent, effectively and professionally, the organization to a wide variety of audiences.
☐ Strong computer skills and proficiency with Microsoft Office suite, MS Teams and Sharepoint.
☐ Demonstrated ability to take initiative, work independently, effectively solve problems and critical thinking skills to tackle challenges and look for innovative solutions.
☐ Ability to maintain confidential information and use discretion.
☐ Excellent interpersonal skills: ability to establish and work collaboratively and cooperatively with variety of colleagues from different departments.
☐ A commitment to equity and ensuring that everyone is represented by the organization.
**Fundraising Coordinator**  
**Created October 2021**

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**Purpose of Volunteer Position:** To help with overall coordinator of special events and mini fundraisers throughout the year. Be the go to person for Special Events Coordinators and Mini Events Coordinators.

**Number of hours:** 5-10 hours per week depending on which event you are working on & time of year.

**Location:** In person  
**Reports to:** Currently, the Executive Director  
**Works Closely with:** The Executive Director, Special Events Coordinators, & Mini Events Coordinators

**Volunteer Responsibilities:**

- Make sure all events are listed on the calendar and approved  
- Help coordinators as and when needed  
- Liaise with vendors, exhibitors, and stakeholders during the event planning process to ensure everything is in order.  
- Maintain event budgets with coordinators  
- Check in with coordinators as needed  
- Conduct final inspections on the day of the event to ensure everything adheres to PPCM standards.  
- Assess an event’s overall success and submit findings.  
- Work with PPCM to create a team specifically for the event and host meetings as needed and delegate tasks as needed.  
- Be a part of the Fundraising/Events Committee and be able to meet in person or Zoom 1x a month

**Volunteer Requirements/Working Conditions:**

- Oversees all fundraising opportunities  
- Can work remotely for most tasks  
- Meetings for the event team and the fundraising/events committee needs to be in person or Zoom/Google meets  
- Be available for the day of the event to help manage the event - be a co-coordinator as needed  
- Understand and promote PPCM’s mission  
- Be a part of the Fundraising/Events Committee - meets 1-2 hours monthly; in person or Zoom  
- Be able to meet more as needed with a team of volunteers for the specific event.  
- Be an ambassador for PPCM  
- Help to educate the community about PPCM

**Recommended Volunteer Qualifications:**

- At least 18 years old  
- May work remotely out of Colorado Springs  
- At least 3 years’ experience in fundraising  
- Well-organized with excellent multi-tasking abilities.  
- Outstanding vendor management skills.  
- Experience in hospitality, customer service and/or Public relations is a plus  
- Strong communication and interpersonal skills.  
- Ability to work well under a lot of pressure/stress (especially day of the event)
Mini Events Coordinator  
Created October 2021

MISSION: PPCM is a community-built, hands-on educational destination, in Southeast Colorado Springs, that engages ALL children and their grown-ups by sparking creativity through purposeful play.
VISION: Our vision is to be a trusted, growing educational resource, and a community collaborator who offers opportunities to inspire children to reach their unique potential.

Purpose of Volunteer Position: Helps to coordinate mini fundraising events throughout the year. Does not include our major events listed below.
Number of hours: 5-10 hours per week depending on which event you are working on & time of year.
Location: In person
Reports to: Currently, the Executive Director & Fundraising Coordinator
Works Closely with: The Executive Director, Social media volunteers and Public Relations Coordinator

Volunteer Responsibilities:

- Identify the requirements and expectations for each event.
- Coordinate mini events for fundraising throughout the year. These include restaurant fundraisers, brewery fundraisers, other small business fundraisers and mini event fundraisers (for example, maybe a Mother’s Day event at the museum)
- Look out for and learn about different opportunities for different ways we can fundraise throughout the year.
- Assess an event’s overall success and submit findings.
- Work with PPCM to create a team specifically for the event and host meetings as needed and delegate Tasks as needed.
- Be a part of the Fundraising/Events Committee and be able to meet in person or Zoom 1x a month

Volunteer Requirements/Working Conditions:

- Can work remotely for most tasks
- Meetings for the event team and the fundraising/events committee needs to be in person or Zoom/Google meets
- Be available for the day of the event to manage the event
- Understand and promote PPCM’s mission
- Help arrange for needed volunteers with the VOlunteer Coordinator
- Make sure the marketing team knows how to market the event & have all the information they need
- Be a part of the Fundraising/Events Committee - meets 1-2 hours monthly; in person or Zoom
- Be able to meet more as needed with a team of volunteers for the specific event.
- Be an ambassador for PPCM
- Help to educate the community about PPCM

Recommended Volunteer Qualifications:

☐ At least 18 years old
☐ May work remotely out of Colorado Springs
☐ At least 3 years’ experience as an event coordinator.
☐ Well-organized with excellent multi-tasking abilities.
☐ Outstanding vendor management skills.
☐ Experience in hospitality, customer service and/or Public relations is a plus
☐ Strong communication and interpersonal skills.
☐ Ability to work well under a lot of pressure/stress (especially day of the event)
MISSION: PPCM is a community-built, hands-on educational destination, in Southeast Colorado Springs, that engages ALL children and their grown-ups by sparking creativity through purposeful play.
VISION: Our vision is to be a trusted, growing educational resource, and a community collaborator who offers opportunities to inspire children to reach their unique potential.

Purpose of Volunteer Position: To help coordinate and plan different Special events for PPCM. Currently our events include: Spring Soiree (March/April depending when Easter is), Adults ONLY: Night at the Museum (Late Spring/early Summer), Colorado Science Festival (August/September), Fall Festival/Trunk or Treat (October), and Noon Years Eve (December)

Number of hours: 5-10 hours per week depending on which event you are working on & time of year.
Location: In person
Reports to: Currently, the Executive Director
Works Closely with: The Executive Director, Social media volunteers and Public Relations Coordinator

Volunteer Responsibilities:

- Identify the requirements and expectations for each event.
- Liaise with vendors, exhibitors, and stakeholders during the event planning process to ensure everything is in order.
- Manage all event set-up, tear down, and follow-up processes.
- Maintain event budgets.
- Book venues, entertainers, photographers, schedule speakers, etc. as needed.
- Conduct final inspections on the day of the event to ensure everything adheres to PPCM standards.
- Assess an event’s overall success and submit findings.
- Work with PPCM to create a team specifically for the event and host meetings as needed and delegate Tasks as needed.
- Be a part of the Fundraising/Events Committee and be able to meet in person or Zoom 1x a month

Volunteer Requirements/Working Conditions:

- Must choose 1 event to be the Special Events Coordinator for
- Can work remotely for most tasks
- Meetings for the event team and the fundraising/events committee needs to be in person or Zoom/Google meets
- Be available for the day of the event to manage the event
- Understand and promote PPCM’s mission
- Be a part of the Fundraising/Events Committee - meets 1-2 hours monthly; in person or Zoom
- Be able to meet more as needed with a team of volunteers for the specific event.
- Be an ambassador for PPCM
- Help to educate the community about PPCM

Recommended Volunteer Qualifications:

☐ At least 18 years old
☐ May work remotely out of Colorado Springs
☐ At least 3 years’ experience as an event coordinator.
☐ Well-organized with excellent multi-tasking abilities.
☐ Outstanding vendor management skills.
Experience in hospitality, customer service and/or Public relations is a plus

Strong communication and interpersonal skills.

Ability to work well under a lot of pressure/stress (especially day of the event)

Short description of each event:

- **Spring Soiree** (March/April depending when Easter is)
  - Community wide Easter Egg hunt. Vendors and sponsors will be needed. Along with food trucks and different entertainment. Work with local businesses and/or farmers to obtain large amounts of candy, plastic eggs and real eggs.

- **Adults ONLY: Night at the Museum** (Late Spring/early Summer)
  - This event will be our form of a “gala fundraiser.” We wanted something more fun and not so suit and tie set up as we are a kids museum and are all about PLAY! So this will be an evening for the ADULTS to come out and PLAY! The museum will be open along with outdoor games from local businesses and things we purchase. Sponsorship will be huge for this event. Our goal for this first event will be a minimum $10,000.00 raised. Finding Matching Grants would be ideal. Working with local chefs/restaurants to create a kid menu that is elevated for adults. Think mac and cheese, fish sticks, chicken nuggets, corn dogs, french fries, capri suns, ice cream cones, but all elevated for the adult palate and table seating for dinner. Work with local breweries, wineries and distillers to bring taste testing to the event.

- **Colorado S.T.E.A.M. Festival** (August/September)
  - Think all things S.T.E.A.M. when it comes to careers. This is like a BIG JOB FAIR, but for kids to get interested in different careers geared to STEAM. Science teachers, park rangers, space engineers, electrical engineers, inventors, gamers, sculpture artist, painter/muralist, chocolatier, computer programmer, financial analyst, etc. Sky’s the limit here to bring in as many different careers that represent STEAM. They will bring a fun activity that has to do with their career and material about getting into that position and about their business/company they represent. Vendors and sponsors needed. A big enough location will need to be secured. Speaker sessions and/or workshops would be great.

- **Fall Festival/Trunk or Treat** (October)
  - Community wide Trunk or Treat event. Vendors and sponsors will be needed. Along with food trucks and different entertainment. Work with local businesses/farmers to obtain large amounts of candy, pumpkins, hay bales, and mini trinkets/toys (for kids with allergies).

- **Noon Years Eve** (December)
  - Our longest standing event and fundraiser. Every year on December 31st, no matter what day it falls on. Currently held at Colorado Springs Event Center as it has the largest space (but if you can get a better price and find big enough space, we are willing to move locations). Vendors and sponsorship needed. Work with our balloon lady. Different entertainment including character meet and greets, DJ, photo booths, photographers, food vendors, and more are needed. Silent auction and alcohol pull are 2 fundraisers during the event, but we are open to changing this up or adding more.
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Purpose of Volunteer Position: To help maintain an accurate recording of a PPCM's financial accounts and records.

Number of hours: 5-10 hours per week
Location: Remote or In person
Reports to: Currently, the Board President; Future, the Treasurer
Works Closely with: The Executive Director, Board President and Treasurer

Volunteer Responsibilities:

- Create and maintain the accounting records for the organization using the QuickBooks Online applications.
- Reconcile all accounts as needed.
- Interface with outside accounting experts such as tax CPA, auditors, and QuickBooks Certified ProAdvisor consultants.
- Assist the Board Treasurer in running and customizing reports that provide business analysis and results.
- Create and maintain QuickBooks Online organization data. Understand the account and organization setup steps and maintain a general knowledge of the major areas of the QuickBooks Online application.
- Create and maintain QuickBooks Online users, and set and maintain the appropriate access levels.
- Export periodic backups of the QuickBooks Online organization data.
- Create and maintain employees including contact information, payroll salary or rate information, and related employment data, such as W-4s and other new hire paperwork.
- Track the cash balance and alert the Executive Director and Board Treasurer with regular cash flow reports.
- Customize reports for the Executive Director, Board Treasurer, outside accounting experts, government agencies, outside payroll services, and other interested parties. These reports include account balances, profit and loss figures, and transactional reports.
- Reconcile bank accounts and perform account analysis on assets and liability accounts.
- Make (or ensure they’re made) payroll tax deposits, and create and file (or ensure it’s done) payroll tax reports.
- Work with CPA and QuickBooks Certified ProAdvisor consultants as requested.
- Prepare or monitor the preparation of payroll.
- Make journal entries as directed.

Volunteer Requirements/Working Conditions:

- Can work remotely for most tasks
- Understand and promote PPCM's mission
- Consider being a part of the Program Committee and be able to meet in person or Zoom 1x a month
- Be an ambassador for PPCM
- Help to educate the community about PPCM
- Know about the current exhibit rooms and special things about each and maybe how they came to be

Recommended Volunteer Qualifications:

☐ At least 18 years old
☐ Must be in Colorado Springs and able to come to the museum
Excellent knowledge of computers and the Internet. Work fluently with Microsoft Office, email, browsers, Windows operating systems, and PCs.

Ability and knack for working with numerical data. Attention to detail. Accurate.

Solid understanding of the three levels of QuickBooks Online application: Free, Basic, and Plus.

Knowledge of double-entry bookkeeping is preferred but not required.

Knowledge of business and accounting terms such as profit, ROI, assets, liabilities, etc.

Ability to effectively manage time, meet deadlines, and work under pressure.

Ability to work independently and as a member of a team.

Ability to communicate effectively, both orally and in writing.

Knowledge of general office procedures, such as copying, faxing, filing, and shredding.

Innovative and creative in the form of continuous improvement to internal processes.

Flexible and adaptable to change.
MISSION: PPCM is a community-built, hands-on educational destination, in Southeast Colorado Springs, that engages ALL children and their grown-ups by sparking creativity through purposeful play.
VISION: Our vision is to be a trusted, growing educational resource, and a community collaborator who offers opportunities to inspire children to reach their unique potential.

Purpose of Volunteer Position: Manage all the annual memberships that are purchased
Number of hours: 5 hours per week
Location: In person and remote work
Reports to: Currently, the Executive Director
Works Closely with: The Executive Director, Board President and all volunteers

Volunteer Responsibilities:

- Print annual membership agreements and place in binder
- Send Welcome email to family
- Input family information on a spreadsheet and in the Square system
- Print membership cards and store in filebox until picked up by family
- Send reminders to families when membership expires
- Ensure the purpose of the organization and its actions is clearly communicated
- Be a part of the Operations Committee and be able to meet in person or Zoom 1x a month

Volunteer Requirements/Working Conditions:

- Must live in Colorado Springs and be able to come to PPCM
- Understand and promote PPCM’s mission
- Be a part of the Operations Committee and be able to meet in person or Zoom 1x a month
- Be an ambassador for PPCM
- Help to educate the community about PPCM

Recommended Volunteer Qualifications:

- Must be 18 years or older
- Working knowledge of databases and MS Office (especially Excel)
- Able to communicate effectively with diverse people
- Excellent organizational and team coordination abilities
- A pleasant, outgoing personality
- BSc/BA in business administration, human resources, social studies or relevant field will be appreciate
- Bilingual would be a plus
Museum Docents  
Created October 2021

MISSION: PPCM is a community-built, hands-on educational destination, in Southeast Colorado Springs, that engages ALL children and their grown-ups by sparking creativity through purposeful play.

VISION: Our vision is to be a trusted, growing educational resource, and a community collaborator who offers opportunities to inspire children to reach their unique potential.

Purpose of Volunteer Position: To help during museum hours by picking up different exhibits as needed, answer questions from guests, and conduct programs.

Number of hours: 1-4 hours per week depending on how often you volunteer

Location: In person

Reports to: Currently, the Executive Director

Works Closely with: The Executive Director, Board President and Museum Front Desk Administrators

Volunteer Responsibilities:

- Conduct museum tours as needed
- Be comfortable speaking to small and large groups of people of all ages.
- Greeting and welcoming guests upon their arrival to the museum
- Dealing skillfully with a variety of visitors under a variety of circumstances.
- Continually keeping informed about changes in museum exhibits.
- Assisting front desk staff/volunteers at the information desks by providing information to museum visitors and answering their questions about the museum as needed
- Assisting, on occasion, with special event programs and events.
- Docents might wander through the museum to engage individual visitors and families in impromptu tours, play, programs or conversations.
- Consider being a part of the Program Committee and be able to meet in person or Zoom 1x a month to help learn about program plans and even give your input on programs that might happen at the museum.

Volunteer Requirements/Working Conditions:

- Can work remotely for most tasks
- Understand and promote PPCM’s mission
- Consider being a part of the Program Committee and be able to meet in person or Zoom 1x a month
- Be an ambassador for PPCM
- Help to educate the community about PPCM
- Know about the current exhibit rooms and special things about each and maybe how they came to be

Recommended Volunteer Qualifications:

- At least 14 years old; 12 years old with an adult
- Must be in Colorado Springs and able to come to the museum
- Enjoy meeting and interacting with other people
- Personable, outgoing
- Reliable, responsible
- Extensive prior knowledge of PPCM and play, STEAM, and children's museum is not required, but a prospective docent should have a working knowledge of these things and a desire to learn about them
- Able to work independently
- Able to accept supervision
- Able to speak comfortably before groups of people
- Physically able to work in the museum - standing, kneeling, etc.
- Enthusiastic, flexible
Purpose of Volunteer Position: To help during museum hours to manage the museum and volunteers that may be in the building at the time

Number of hours: 4+ hours per week depending on how often you volunteer

Location: In person

Reports to: Currently, the Executive Director

Works Closely with: The Executive Director, Board President and Museum Docents

Volunteer Responsibilities:

- Depending on the shift, you will follow Opening procedures of the museum or Closing procedures of the museum.
- Greets PPCM visitors and guests and takes care of their payment
- If the guest is new, explain how the museum works and what they can expect
- Keeps track of capacity as to not go over
- Handles the cash register and all transactions
- Performs scheduling tasks including: calendar coordination; reserve field trips, birthday parties, play dates, etc. that may come through during the day
- Responds to telephone and electronic communications, especially on Social Media
- Performs word processing, photocopying, faxing, data entry, and other administrative duties as assigned.
- Help to manage any volunteers and delegate tasks in the museum during your shift
- Help to keep a clean and clutter free appearance of the exhibits throughout your shift
- Follow all cleaning procedures as needed
- Be a part of the Operations Committee and be able to meet in person or Zoom 1x a month

Volunteer Requirements/Working Conditions:

- Must live in Colorado Springs and be able to come to PPCM
- Understand and promote PPCM’s mission
- Be a part of the Operations Committee and be able to meet in person or Zoom 1x a month
- Be an ambassador for PPCM
- Help to educate the community about PPCM
- Know about the current exhibit rooms and special things about each and maybe how they came to be

Recommended Volunteer Qualifications:

- Must be 18 years or older
- Enjoy meeting and interacting with other people
- Personable, outgoing, great customer service
- Reliable, responsible
- Extensive prior knowledge of PPCM and play, STEAM, and children’s museum is not required, but a prospective docent should have a working knowledge of these things and a desire to learn about them
- Able to work independently
- Able to supervise others as needed
- Able to speak comfortably before groups of people
- Physically able to work in the museum - standing, kneeling, sitting, etc.
- Enthusiastic, flexible
MISSION: PPCM is a community-built, hands-on educational destination, in Southeast Colorado Springs, that engages ALL children and their grown-ups by sparking creativity through purposeful play.
VISION: Our vision is to be a trusted, growing educational resource, and a community collaborator who offers opportunities to inspire children to reach their unique potential.

Purpose of Volunteer Position: Manage all the volunteers of PPCM and help to onboard more volunteers
Number of hours: 5 hours per week
Location: In person and remote work
Reports to: Currently, the Executive Director
Works Closely with: The Executive Director, Board President and all volunteers

Volunteer Responsibilities:

- Source and recruit volunteers through various techniques (databases, e-mail, social media etc.)
- Experience using Signup Genius and creating signups
- Coordinate the Volunteer Appreciation event, week and month with the Executive Director in April
- Create a budget and follow as needed for operating the volunteers of PPCM
- Collect information on availabilities and skills
- Arrange for appropriate training when needed
- Produce schedules for everyday/monthly activities
- Assign responsibilities to the right people for special events
- Coordinate teams of volunteers for large-scale actions
- Communicate frequently with volunteers to ensure they are satisfied and well-placed
- Disseminate information for upcoming actions and events
- Keep detailed records of volunteers’ information and assignments
- Ensure the purpose of the organization and its actions is clearly communicated
- Be a part of the Operations Committee and be able to meet in person or Zoom 1x a month

Volunteer Requirements/Working Conditions:

- Must live in Colorado Springs and be able to come to PPCM
- Understand and promote PPCM’s mission
- Be a part of the Operations Committee and be able to meet in person or Zoom 1x a month
- Be an ambassador for PPCM
- Help to educate the community about PPCM

Recommended Volunteer Qualifications:

- Must be 18 years or older
- Proven experience as operations director or similar position
- Experience in volunteering locally and/or internationally
- Experience in recruiting through various channels
- Working knowledge of databases and MS Office (especially Excel)
- Able to communicate effectively with diverse people
- Excellent organizational and team coordination abilities
- A pleasant, outgoing personality
- BSc/BA in business administration, human resources, social studies or relevant field will be appreciated
- Bilingual would be a plus
Assistant Program Coordinator
Created October 2021

MISSION: PPCM is a community-built, hands-on educational destination, in Southeast Colorado Springs, that engages ALL children and their grown-ups by sparking creativity through purposeful play.
VISION: Our vision is to be a trusted, growing educational resource, and a community collaborator who offers opportunities to inspire children to reach their unique potential.

Purpose of Volunteer Position: Assist the Program Coordinator and maintain the calendar, relationships and programs that happen inside the walls of PPCM. These are programs that PPCM conducts.

Number of hours: 2-10 hours per month
Location: In person & remote
Reports to: Currently, the Executive Director
Works Closely with: The Executive Director, Program Coordinator, Volunteer Coordinator and all program volunteers

Volunteer Responsibilities:

- Oversee the VIP Program Coordinator, Birthday Parties Coordinator, Stories & STEAM Coordinator and Season Day Camps Coordinator.
- Oversee that the coordinators above are completing their responsibilities as needed
- Get to know your Lead and Assistant Educators that will be leading Birthday parties, Stories & STEAM and day camps.
- Have experience with Signup Genius and help keep an eye out when more volunteer help is needed
- Provide assistance to any of the coordinators that may need help, have questions or anything else.
- Maintain current relationships/partnerships with organizations and businesses in the community
- Build new relationships/partnerships with organizations and businesses in the community
- Create and maintain a calendar of events happening within the museum.
- Be sure to have a system in place as to not double too much in one day or have the program room double booked.
- Know the monthly celebrations and daily holidays to help better plan programs in the museum
- Be a part of the Programs Committee and be able to meet in person or Zoom 1x a month

Volunteer Requirements/Working Conditions:

- Must live in Colorado Springs and be able to come to PPCM
- Understand and promote PPCM’s mission
- Be a part of the Programs Committee and be able to meet in person or Zoom 1x a month
- Be an ambassador for PPCM
- Help to educate the community about PPCM

Recommended Volunteer Qualifications:

☐ Must be 18 years or older
☐ Experience in the Education, Early Childhood and/or Curriculum fields is a plus
☐ Knowledge of Colorado Springs and different local businesses/organizations
☐ Working knowledge of databases and MS Office (especially Excel)
☐ Able to communicate effectively with diverse people
☐ Excellent organizational and team coordination abilities
☐ A pleasant, outgoing personality
☐ Bilingual would be a plus
VIP Programs Coordinator
Created October 2021

MISSION: PPCM is a community-built, hands-on educational destination, in Southeast Colorado Springs, that engages ALL children and their grown-ups by sparking creativity through purposeful play.
VISION: Our vision is to be a trusted, growing educational resource, and a community collaborator who offers opportunities to inspire children to reach their unique potential.

Purpose of Volunteer Position: Assist the Program Coordinator and maintain the calendar, relationships and programs that happen inside of the walls of PPCM with special guests.

Number of hours: 2-10 hours per month
Location: In person & remote
Reports to: Currently, the Executive Director
Works Closely with: The Executive Director, Volunteer Coordinator and Program Coordinator

Volunteer Responsibilities:

☐ Maintain current relationships/partnerships with organizations and businesses in the community
☐ Build new relationships/partnerships with organizations and businesses in the community
☐ Work with the right program people at each business or organization to schedule out programming a few months out to best market the program
☐ Work with the marketing team to help advertise the programs you have signed up
☐ Work with the Facebook coordinator to put up program events or help assist getting events up on Facebook in a timely matter
☐ Help to push out the Facebook event to groups and internet calendars.
☐ Create a budget and running fee information when applicable for different businesses/organizations that we work with or potentially could work with.
☐ Have experience with Signup Genius and help keep an eye out when more volunteer help is needed
☐ Create and maintain a calendar of events happening within the museum.
☐ Be sure to have a system in place as to not double too much in one day or have the program room double booked.
☐ Know the monthly celebrations and daily holidays to help better plan programs in the museum
☐ Be a part of the Programs Committee and be able to meet in person or Zoom 1x a month

Volunteer Requirements/Working Conditions:
☐ Must live in Colorado Springs and be able to come to PPCM
☐ Understand and promote PPCM’s mission
☐ Be a part of the Programs Committee and be able to meet in person or Zoom 1x a month
☐ Be an ambassador for PPCM
☐ Help to educate the community about PPCM

Recommended Volunteer Qualifications:
☐ Must be 18 years or older
☐ Experience in the Education, Early Childhood and/or Curriculum fields is a plus
☐ Knowledge of Colorado Springs and different local businesses/organizations
☐ Working knowledge of databases and MS Office (especially Excel)
☐ Able to communicate effectively with diverse people
☐ Excellent organizational and team coordination abilities
☐ A pleasant, outgoing personality
☐ Bilingual would be a plus
In-School Field Trips Coordinator

Created October 2021

MISSION: PPCM is a community-built, hands-on educational destination, in Southeast Colorado Springs, that engages ALL children and their grown-ups by sparking creativity through purposeful play.

VISION: Our vision is to be a trusted, growing educational resource, and a community collaborator who offers opportunities to inspire children to reach their unique potential.

Purpose of Volunteer Position: Assist the Program Coordinator and Assistant Program Coordinator: Out of Museum, with scheduling of In School Field Trips

Number of hours: 2-10 hours per month

Location: In person & remote

Reports to: Currently, the Executive Director

Works Closely with: The Executive Director, Program volunteers and Volunteer Coordinator

Volunteer Responsibilities:

● Coordinate and sign up schools, daycares, homeschools, etc. for In School Field Trips
● Maintain the calendar for In School Field Trips
● Communicate with the contacts who are making arrangements for an In School Field Trip
● Create and maintain a simple procedure for onboarding In School Field Trips from start to finish
● Work with the Volunteer Coordinator to make sure enough Lead and/or assistant Educators are available
● Work with the marketing team to help advertise and market the In School Field Trips
● Maintain the In School Field Trip boxes and inform the Executive Director if and when supplies need to be replaced
● Take initiative to create new programs if there is an interest with curriculum development
● Take initiative and help to market the In School Field Trips. Take flyers to schools. Hang flyers around town. Help spread the word about the program.
● You are NOT responsible to go into the classrooms, however, if this is of interest, you will also be considered a Lead Educator and need to be able to wear both hats and know how to change gears as needed
● Be a part of the Programs Committee and be able to meet in person or Zoom 1x a month

Volunteer Requirements/Working Conditions:

● Must live in Colorado Springs and be able to come to PPCM
● Understand and promote PPCM's mission
● Be a part of the Programs Committee and be able to meet in person or Zoom 1x a month
● Be an ambassador for PPCM
● Help to educate the community about PPCM

Recommended Volunteer Qualifications:

☐ Must be 18 years or older
☐ Experience in the Education, Early Childhood and/or Curriculum fields is a plus
☐ Knowledge of or connection to Schools and School districts a plus
☐ Working knowledge of databases and MS Office (especially Excel)
☐ Able to communicate effectively with diverse people
☐ Excellent organizational and team coordination abilities
☐ A pleasant, outgoing personality
☐ Bilingual would be a plus
Purpose of Volunteer Position: Assist the Program Coordinator and Assistant Program Coordinator: In Museum, with scheduling of Birthday Parties.

Number of hours: 2-10 hours per month

Location: In person & remote

Reports to: Currently, the Executive Director

Works Closely with: The Executive Director, Board President and all program volunteers

Volunteer Responsibilities:

☐ Coordinate and sign up families for birthday parties
☐ Maintain the calendar for birthday parties
☐ Communicate with the contacts who are making arrangements for a birthday party
☐ Create and maintain a simple procedure for onboarding birthday parties from start to finish
☐ Create a birthday campaign to get birthday sign ups from our guests and send out personalized PPCM birthday cards or special email on kids birthdays.
☐ Work with the Volunteer Coordinator to make sure enough Lead and/or assistant Educators are available
☐ Work with the marketing team to help advertise and market the birthday parties
☐ Maintain the birthday party boxes and inform the Executive Director if and when supplies need to be replaced
☐ Take initiative to create new programs if there is an interest with curriculum development
☐ Take initiative and help to market museum birthday parties. Take flyers to kid friendly establishments. Connect with kid friendly bloggers or influencers to get party information out. Etc.
☐ You are NOT responsible to go host birthday parties, however, if this is of interest, you will also be considered a Lead Educator and need to be able to wear both hats and know how to change gears as needed
☐ Be a part of the Programs Committee and be able to meet in person or Zoom 1x a month

Volunteer Requirements/Working Conditions:

☐ Must live in Colorado Springs and be able to come to PPCM
☐ Understand and promote PPCM’s mission
☐ Be a part of the Programs Committee and be able to meet in person or Zoom 1x a month
☐ Be an ambassador for PPCM
☐ Help to educate the community about PPCM

Recommended Volunteer Qualifications:

☐ Must be 18 years or older
☐ Experience in the Education, Early Childhood and/or Curriculum fields is a plus
☐ Knowledge of or connection to kid friendly establishments a plus
☐ Working knowledge of databases and MS Office (especially Excel)
☐ Able to communicate effectively with diverse people
☐ Excellent organizational and team coordination abilities
☐ A pleasant, outgoing personality
☐ Bilingual would be a plus
Mobile Museums Coordinator
Created October 2021

MISSION: PPCM is a community-built, hands-on educational destination, in Southeast Colorado Springs, that engages ALL children and their grown-ups by sparking creativity through purposeful play.

VISION: Our vision is to be a trusted, growing educational resource, and a community collaborator who offers opportunities to inspire children to reach their unique potential.

Purpose of Volunteer Position: Assist the Program Coordinator in bringing Mobile Museums to the community, outside of PPCM.

Number of hours: 2-10 hours per month
Location: In person & remote
Reports to: Currently, the Executive Director
Works Closely with: The Executive Director, Program Coordinator, Volunteer Coordinator, etc.

Volunteer Responsibilities:

● Create a plan to bring our Mobile Museum to the community
● Reach out to potential businesses, organizations or events that would want to use our Mobile Museum services
● Create an inventory list of available items for the mobile museum
● Plan at least a monthly event where PPCM volunteers bring the Mobile Museum to a location and/or event
● Work with the marketing volunteers to spread the word about our Mobile Museum services
● Maintain relationships and reach out to new businesses/organizations that would want to make use of the Mobile Museum
● Work with the Volunteer Coordinator to have volunteers for the Mobile Museum as needed
● Work with Facebook volunteer to get the Facebook Event pages up as needed
● Be a part of the Programs Committee and be able to meet in person or Zoom 1x a month

Volunteer Requirements/Working Conditions:

● Must live in Colorado Springs and be able to come to PPCM
● Understand and promote PPCM’s mission
● Be a part of the Programs Committee and be able to meet in person or Zoom 1x a month
● Be an ambassador for PPCM
● Help to educate the community about PPCM

Recommended Volunteer Qualifications:

☐ Must be 18 years or older
☐ Experience in the Education, Early Childhood and/or Curriculum fields is a plus
☐ Knowledge of or connection to kid friendly businesses/organizations a plus
☐ Working knowledge of databases and MS Office (especially Excel)
☐ Able to communicate effectively with diverse people
☐ Excellent organizational and team coordination abilities
☐ A pleasant, outgoing personality
☐ Bilingual would be a plus
**Investicrates Coordinator**
*Created October 2021*

**MISSION:** PPCM is a community-built, hands-on educational destination, in Southeast Colorado Springs, that engages ALL children and their grown-ups by sparking creativity through purposeful play.

**VISION:** Our vision is to be a trusted, growing educational resource, and a community collaborator who offers opportunities to inspire children to reach their unique potential.

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**Purpose of Volunteer Position:** Assist the Program Coordinator and manage the Investicrates rentals

**Number of hours:** 2-10 hours per month

**Location:** In person & remote

**Reports to:** Currently, the Executive Director

**Works Closely with:** The Executive Director, Board President and all program volunteers

**Volunteer Responsibilities:**

- Help keep up the calendar for Investicrates
- Coordinate and communicate with those that are renting Investicrates
- Help marketing team to advertise Investicrates
- Maintain and clean the Investicrates as they are returned
- Coordinate with the Executive Director when new supplies are needed
- Possibly create new crates as needed
- Be a part of the Programs Committee and be able to meet in person or Zoom 1x a month

**Volunteer Requirements/Working Conditions:**

- Must live in Colorado Springs and be able to come to PPCM
- Understand and promote PPCM’s mission
- Be a part of the Programs Committee and be able to meet in person or Zoom 1x a month
- Be an ambassador for PPCM
- Help to educate the community about PPCM

**Recommended Volunteer Qualifications:**

- Must be 18 years or older
- Experience in the Education, Early Childhood and/or Curriculum fields is a plus
- Knowledge of Square and WIX.com a plus
- Knowledge of Google Calendars a plus
- Working knowledge of databases and MS Office (especially Excel)
- Able to communicate effectively with diverse people
- Excellent organizational and team coordination abilities
- A pleasant, outgoing personality
- Bilingual would be a plus
**MISSION:** PPCM is a community-built, hands-on educational destination, in Southeast Colorado Springs, that engages ALL children and their grown-ups by sparking creativity through purposeful play.

**VISION:** Our vision is to be a trusted, growing educational resource, and a community collaborator who offers opportunities to inspire children to reach their unique potential.

**Purpose of Volunteer Position:** Assist the Program Coordinator in creating the monthly Stories & STEAM programming for the museum

**Number of hours:** 2-10 hours per month

**Location:** In person & remote

**Reports to:** Currently, the Executive Director

**Works Closely with:** The Executive Director, Board President and all program volunteers

**Volunteer Responsibilities:**

- Create a calendar with the monthly themes for Stories & STEAM
- Create the curriculum for each month that will include books, dance/movement, an arts and craft, and a science activity that fits each theme
- Stick to the Stories & STEAM budget
- Make a new budget request by the August board meeting for the following fiscal year
- Secure snack sponsors for the program
- Work with the Facebook coordinator to get events up and advertise the event page
- Work with the marketing volunteers to spread the word about Stories & STEAM
- Consider bringing in special guests to read during Stories & STEAM
- Run the actual program if interested, otherwise coordinate with the Volunteer Coordinator to make sure someone is running the program
- Be a part of the Programs Committee and be able to meet in person or Zoom 1x a month

**Volunteer Requirements/Working Conditions:**

- Must live in Colorado Springs and be able to come to PPCM
- Understand and promote PPCM’s mission
- Be a part of the Programs Committee and be able to meet in person or Zoom 1x a month
- Be an ambassador for PPCM
- Help to educate the community about PPCM

**Recommended Volunteer Qualifications:**

- Must be 18 years or older
- Experience in the Education, Early Childhood and/or Curriculum fields is a plus
- Curriculum design experience a plus
- Knowledge of Google Calendars a plus
- Working knowledge of databases and MS Office (especially Excel)
- Able to communicate effectively with diverse people
- Excellent organizational and team coordination abilities
- A pleasant, outgoing personality
- Bilingual would be a plus
Leads Educators
Created October 2021

MISSION: PPCM is a community-built, hands-on educational destination, in Southeast Colorado Springs, that engages ALL children and their grown-ups by sparking creativity through purposeful play.

VISION: Our vision is to be a trusted, growing educational resource, and a community collaborator who offers opportunities to inspire children to reach their unique potential.

Purpose of Volunteer Position: Assist with PPCM programming in all different areas.

Number of hours: Depends on the amount of hours you want to work each month

Location: In person at the museum & in the community

Reports to: Currently, the Executive Director

Works Closely with: The Executive Director, Volunteer Coordinator and all program volunteers

Volunteer Responsibilities:

- Check in with our Sign Up Genius to reserve programming dates that you want to volunteer for
- Lead an assigned program that you sign up for
- Get training on the different programs so you are comfortable with running them
- Work with an assistant educator if assigned
- If plans change, please let us know in as much advanced time that you cannot make a scheduled volunteer shift
- Help host programs with children and/or adults that is entertaining, fun and educational
- Know ahead of time what you will be leading so you can be prepared ahead of time
- If curriculum development is needed and you are interested in helping in this capacity, please let us know
- Be a part of the Programs Committee and be able to meet in person or Zoom 1x a month

Volunteer Requirements/Working Conditions:

- Must live in Colorado Springs and be able to come to PPCM
- Understand and promote PPCM’s mission
- Be a part of the Programs Committee and be able to meet in person or Zoom 1x a month
- Be an ambassador for PPCM
- Help to educate the community about PPCM

Recommended Volunteer Qualifications:

- Must be 18 years or older
- Experience in the Education, Early Childhood and/or Curriculum fields is a plus
- CPR, First Aid a plus
- Knowledge of Sign Up Genius a plus
- Knowledge of Google Calendars a plus
- Curriculum writing a plus
- Working knowledge of databases and MS Office (especially Excel)
- Able to communicate effectively with diverse people
- Experience working with kids ages 0-10 years old
- Excellent organizational and team coordination abilities
- A pleasant, outgoing personality
- Bilingual would be a plus
MISSION: PPCM is a community-built, hands-on educational destination, in Southeast Colorado Springs, that engages ALL children and their grown-ups by sparking creativity through purposeful play.

VISION: Our vision is to be a trusted, growing educational resource, and a community collaborator who offers opportunities to inspire children to reach their unique potential.

Purpose of Volunteer Position: Assist the Lead Educator with PPCM programming in all different areas.

Number of hours: Depends on the amount of hours you want to work each month

Location: In person & remote

Reports to: Currently, the Executive Director

Works Closely with: The Executive Director, Board President and all program volunteers

Volunteer Responsibilities:

- Check in with our Sign Up Genius to reserve programming dates that you want to volunteer for
- Lead an assigned program that you sign up for
- Get training on the different programs so you are comfortable with running them
- Work with an assistant educator if assigned
- If plans change, please let us know in as much advanced time that you cannot make a scheduled volunteer shift
- Help host programs with children and/or adults that is entertaining, fun and educational
- Know ahead of time what you will be leading so you can be prepared ahead of time
- If curriculum development is needed and you are interested in helping in this capacity, please let us know
- Be a part of the Programs Committee and be able to meet in person or Zoom 1x a month

Volunteer Requirements/Working Conditions:

- Must live in Colorado Springs and be able to come to PPCM
- Understand and promote PPCM’s mission
- Be a part of the Programs Committee and be able to meet in person or Zoom 1x a month
- Be an ambassador for PPCM
- Help to educate the community about PPCM

Recommended Volunteer Qualifications:

- Must be 18 years or older
- Experience in the Education, Early Childhood and/or Curriculum fields is a plus
- CPR, First Aid a plus
- Knowledge of Sign Up Genius a plus
- Knowledge of Google Calendars a plus
  a. Curriculum writing a plus
- Working knowledge of databases and MS Office (especially Excel)
- Able to communicate effectively with diverse people
- Experience working with kids ages 0-10 years old
- Excellent organizational and team coordination abilities
- A pleasant, outgoing personality
- Bilingual would be a plus