

Job Title: Story Time Volunteer
Department: Events
Reports To: Visitor Services Manager |
Museum Visitor Service Associates
Direct Reports: 0
Status: Part-Time, Volunteer



Updated: August 2025

World Forestry Center (WFC) is a 501(c)(3) nonprofit organization located in Portland's Washington Park with a vision for the future in which everyone connects forest health to their own well-being. For over half a century, WFC has brought people and forests back together. Our mission – to create and inspire champions of sustainable forestry – is centered on people. Our focus is not on forests alone, but rather on how people think, act, and relate to them.

Position Overview

The Story Time Volunteer will include reading to the attendees and being an active leader during the Discovery Museum's monthly story times the first Wednesday of the month from 11:30am-12:00pm. Volunteers will assist in preparing the children's reading area, including setting up the reading circle with coloring sheets, crayons and books, and helping to create a welcoming environment by greeting families in a friendly and professional manner.

Responsibilities

- Volunteers will assist in preparing the children's reading area for the session
- Help set up the reading circle with coloring sheets, crayons and books
- Read from a selection of children's books to a group of children and adults
- Create a welcoming environment by greeting families in a friendly and professional manner

Skills & Experience

- Warm, friendly and patient personality
- Able to relate to very young children and their families and interact with them in a positive manner
- Comfortable reading out loud
- Imagination and creativity to aid lively and enjoyable story time sessions; we encourage parent and caregiver participation to help young children develop a love of the forests and reading!
- Volunteers will be trained in emergencies, museum information and Washington Park guides.

Additional Position Information:

- The Visitor Services Manager is the main contact person for the volunteer. Volunteers will also work closely with Museum Visitor Service Associates
- Storytimes are currently the first Wednesday of the month from 11:30-12:00
 - Volunteers are never left alone with children; a staff member or caregiver will be present during all story time sessions.
- Must be 18 years of age or older to volunteer
- Must pass a background check