



VOLUNTEER POSITION DESCRIPTION

Volunteer Museum Greeter

Time Commitment: Minimum one (1), four-hour shift per week. Includes opportunities to volunteer nights and weekends.

List of Specific Duties:

- Greet visitors entering the Museum
- Answer and direct incoming phone calls
- Answering basic questions regarding the Museum and its operations
- Assist visitors with wayfinding, answer visitor questions, and the distribution of informational materials to visitors
- Assist visitors with assistive technology as needed
- Assist with data collection including attendance, front desk surveys, and other audience/visitor studies tools
- Assist Museum staff with a variety of tasks as needed

Length of Assignment: This is an ongoing assignment with an indefinite term

Name of Supervisor: Reports to the Museum Affairs Officer for Audience Development

Other Requirements:

- Must have a customer service mindset and love helping people,
- Ability to operate phone system and knowledge of phone etiquette
- Basic computer literacy including email, online calendars, forms, and other computer-based applications,
- Ability to complete and administer a variety of paperwork including surveys and reports

Working Conditions: Inside/office. May require extended periods of standing or sitting.

Assignment Start Date/End Date: Volunteers may start immediately with no specific end date

CLICK ON THE FOLLOWING LINK TO APPLY: [VOLUNTEER APPLICATION](#)