

Gift Shop Greeter

As of 3/21/2022

Shifts are 3 hours. The schedule is subject to change when our 'Open to the Public' hours change seasonally or in response to the Covid-19 pandemic. Shift times and days are currently:

Saturday	11:45-2:30	2:30 -5:15
Sunday	11:45-2:30	2:30 -5:15

Trained by Gift Shop Manager and Volunteer Coordinator

Supervised each shift by scheduled Exhibit Lead (staff, Americorp member or intern)

Description of Duties

Assist the exhibit staff with welcoming visitors to the Gift Shop and Museum. Manage entrance to the gift shop and Museum. Handle gift shop sales.

Training for all of these tasks will be provided. You do not have to know any of it to start volunteering. It includes (at this time; can change as exhibit policies change):

- Welcoming visitors to the gift shop and Museum
 - Making sure visitors comply with the current Covid guidelines.
- Using Quickbooks to handle gift shop sales
 - The gift shop will be switching to Square point of sale in the near future.
- Cleaning and restocking the gift shop space as needed.
- Responding to questions from visitors or passersby
- Facilitating a great visitor experience

Requirements

Must be comfortable with:

- Speaking with people
- Using a Point of Sale system
- Once trained, be able to complete tasks independently