

Gift Shop Greeter
As of 6/29/2021

Shifts are 2.5 hours. The schedule is subject to change when our 'Open to the Public' hours change seasonally or in response to the Covid-19 pandemic. Potential times and days are currently as follows:

Saturday	12-2:30	2:30 -5:00
Sunday	12-2:30	2:30 -5:00

Trained by Volunteer Coordinator and Museum Staff

Supervised by Exhibit Lead (assigned Daily to trained staff, Americorp members and interns)

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 groups to the gift shop and Museum
 - Checking that everyone is feeling healthy and anyone over 2 is masked
 - Asking them to use hand sanitizer
 - Monitoring that only one small group of 6 or less is in the shop at a time
 - Monitoring number of visitors in the Museum
- Using Quickbooks to handle gift shop sales
- Responding to questions from visitors or passerbys
- 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