

# VOLUNTEER JOB DESCRIPTION

# HIGH DESERT MUSEUM

## POSITION

**JOB TITLE:** Admissions Greeter

**DIRECT SUPPORTS:** Visitor Services Manager

**DEPARTMENT:** Visitor Services

**DIRECTLY SUPPORTS:** Admissions staff & volunteers

## VOLUNTEER JOB SUMMARY

The Admissions Greeter is responsible for orienting visitors within the Museum and guiding them to the daily happenings.

## ESSENTIAL FUNCTIONS (in order of priority with the percentage of time spent on each)

<b>##%</b>	<p><b>Museum Orientation</b></p> <ul style="list-style-type: none"> <li>• <i>Helps visitors get familiarized with the map</i></li> <li>• <i>Familiarize visitors with daily schedule</i></li> <li>• <i>Answer basic questions about galleries and exhibits</i></li> <li>• </li> </ul>
<b>##%</b>	<p><b>Continuing Education</b></p> <ul style="list-style-type: none"> <li>• Participate in Gallery Attendant trainings</li> <li>• Participate in Principals of Interpretation training</li> <li>• Attend daily talks</li> </ul>
<b>##%</b>	<p><b>Category of functions</b></p> <ul style="list-style-type: none"> <li>• <i>Details for this category</i></li> </ul>
<b>5%</b>	<p><b>Additional Duties</b></p> <ul style="list-style-type: none"> <li>• <i>Contribute to and support the Museum's DEAI initiatives</i></li> <li>• <i>Assist with museum-wide events, such as Free Days, fundraising gala, etc.</i></li> <li>• <i>Other duties as assigned</i></li> </ul>

## QUALIFICATIONS

<b>EDUCATION/ CERTIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Required</li> <li>• Preferred</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Required</li> <li>• Required</li> <li>• Preferred</li> </ul>
<b>SKILLS/ ABILITIES</b>	<ul style="list-style-type: none"> <li>• Skill</li> <li>• Ability</li> </ul>



- Skill
- Ability

PHYSICAL  
ELEMENTS

- This position involves extended periods of seated or standing desk work

EQUIPMENT  
USE

- Frequent computer and phone use

#### ACKNOWLEDGMENT

*I acknowledge that I have read and understand the above volunteer job description in its entirety and am capable of performing all of the stated requirements.*

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Employee Name

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Signature

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Date