

VOLUNTEER JOB DESCRIPTION

HIGH DESERT MUSEUM

POSITION

JOB TITLE: Admissions volunteer

DEPARTMENT: Visitor Services

DIRECT SUPPORTS: Visitor Services Manager

DIRECTLY SUPPORTS: Visitor Services Assistant/Associate Managers

VOLUNTEER JOB SUMMARY

The Admissions volunteer is responsible for welcoming and admitting visitors to the Museum and ensuring a positive, memorable visit. Answering any questions visitors have during their visit.

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

45%	Category of functions <ul style="list-style-type: none">• <i>Welcoming and admitting visitors to the Museum using Altru.</i>
30%	Category of functions <ul style="list-style-type: none">• <i>Orientating visitors to the Museum and what it has to offer.</i>
20%	Category of functions <ul style="list-style-type: none">• <i>Answering additional questions from visitors about Museum or surrounding areas.</i>
5%	Additional Duties <ul style="list-style-type: none">• <i>Contribute to and support the Museum's DEAI initiatives</i>• <i>Assist with museum-wide events, such as Free Days, fundraising gala, etc.</i>• <i>Other duties as assigned</i>

QUALIFICATIONS

EDUCATION/ CERTIFICATIONS	<ul style="list-style-type: none">• High School Diploma
EXPERIENCE	<ul style="list-style-type: none">• Worked with public• Worked with a POS system
SKILLS/ ABILITIES	<ul style="list-style-type: none">• Computer skills• Social skills
PHYSICAL ELEMENTS	<ul style="list-style-type: none">• This position involves extended periods of seated or standing desk work
EQUIPMENT USE	<ul style="list-style-type: none">• 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.

Employee Name

Signature

Date