

## POSITION

|                    |  |                           |                              |
|--------------------|--|---------------------------|------------------------------|
| <b>JOB TITLE:</b>  | <b>Silver Sage Trading Display Volunteer</b> | <b>DIRECT SUPPORTS:</b>   | Store Manager, Store Lead(s) |
| <b>DEPARTMENT:</b> | Silver Sage Trading                          | <b>DIRECTLY SUPPORTS:</b> | N/A                          |

## VOLUNTEER JOB SUMMARY

Silver Sage Trading Display Volunteers support store staff and visitor experiences by refilling the existing merchandise displays, replacing items moved by visitors, performing general cleaning tasks, and making note of any items the store is running low on. This opportunity would be a great fit for someone who is detail-oriented and enjoys interacting with visitors. This position requires frequent trips up and down stairs, as well as carrying items around the store. Display volunteers must be flexible and creative - displays in Silver Sage aren't static!

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

|            |  |
|------------|--|
| <b>50%</b> | <p><b>Display Development and Product Placement</b></p> <ul style="list-style-type: none"> <li>• <i>With a degree of both flexibility and attention to details, assist staff with replacing items moved by visitors and restock display arrangements with new and existing items. This can be a fun and engaging creative outlet!</i></li> <li>• <i>Interact with visitors to answer questions as needed, with an emphasis on creating a positive and engaging visitor experience and providing accurate information. When you're in the store with a name tag, you will be asked lots of questions! We'll work together to help you feel comfortable and confident answering them.</i></li> <li>• <i>This task involves working with the Retail Experience Lead and restocking team to learn where items are in the store, how displays are created to highlight products, and what a well-maintained display looks like. Frequent movement up and down stairs, often while carrying products, is required for this task.</i></li> <li>• <i>This task may also involve working with the Retail Inventory Lead and inventory team to learn how products are organized in the stockroom, and how to maintain the same level of organization.</i></li> </ul> |
| <b>20%</b> | <p><b>Light Cleaning</b></p> <ul style="list-style-type: none"> <li>• <i>It feels like dirt just appears out of thin air sometimes. Assist store staff with keeping the store clean by sweeping, dusting, and cleaning glass. (This isn't that fun, honestly, but it is important!)</i></li> <li>• <i>This task involves working with the Retail Experience Lead to coordinate cleaning tasks, including sweeping, dusting, using chemical glass cleaner, and moving items back to their proper home in the store.</i></li> <li>• <i>This task may also involve working with the Retail Inventory Lead to help with light cleaning tasks in the stockroom, including sweeping, dusting, breaking down boxes, and taking out the recycling bin.</i></li> </ul>  |
| <b>20%</b> | <p><b>Inventory Processing</b></p> <ul style="list-style-type: none"> <li>• <i>If time permits, assist the Retail Inventory Lead and inventory team with pricing and labeling new inventory as it arrives.</i></li> </ul>  |

|     |   |
|-----|---|
|     | <ul style="list-style-type: none"> <li>• <i>This task involves working with the Retail Inventory Lead and inventory team to learn how items are priced and labeled, how to check for accuracy, and how to perform the task independently.</i></li> <li>• <i>Fine motor skills and very strong attention to detail are required for this task – each item is individually priced or labeled, and it must be accurate!</i></li> </ul>   |
| 10% | <p><b>Additional Duties</b></p> <ul style="list-style-type: none"> <li>• <i>Perform other tasks and duties as needed and/or assigned by the Store Manager to help abide by the Museum’s values, drive our vision, and fulfill our mission.</i></li> <li>• <i>Contribute to and support the Museum’s DEAI initiatives.</i></li> <li>• <i>Contribute to and support the Museum’s AZA Accreditation.</i></li> <li>• <i>Assist with Museum events - Free Days, High Desert Rendezvous fundraising gala, etc., as needed.</i></li> <li>• <i>Other duties as assigned.</i></li> </ul> |

## QUALIFICATIONS

|                              |  |
|------------------------------|--|
| EDUCATION/<br>CERTIFICATIONS | <ul style="list-style-type: none"> <li>• Required – High School diploma or GED in progress.</li> <li>• Preferred – N/A</li> </ul>  |
| EXPERIENCE                   | <ul style="list-style-type: none"> <li>• Required – N/A</li> <li>• Preferred – N/A</li> </ul>  |
| SKILLS/<br>ABILITIES         | <ul style="list-style-type: none"> <li>• Creativity and flexibility with a healthy dose of detail orientation.</li> <li>• Strong communication and collaboration skills.</li> <li>• Ability to sit, stand, and move for extended periods of time.</li> <li>• Ability to move up and down stairs frequently, often while carrying items.</li> <li>• Ability to lift and carry up to 40 pounds.</li> </ul> |
| PHYSICAL<br>ELEMENTS         | <ul style="list-style-type: none"> <li>• This position is indoors, but may require moving up and down stairs, sitting or standing for long periods of time, lifting and/or carrying up to 40 pounds, extended use of fine motor skills, and elevated noise and crowding levels.</li> </ul>   |
| EQUIPMENT<br>USE             | N/A  |

## 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