

VOLUNTEER JOB DESCRIPTION

HIGH DESERT MUSEUM

POSITION

JOB TITLE: Silver Sage Trading
Display Volunteer

DEPARTMENT: Silver Sage Trading

DIRECT SUPPORTS: Store Manager, Store Lead(s)

**DIRECTLY
SUPPORTS:** N/A

VOLUNTEER JOB SUMMARY

Silver Sage Trading Display Volunteers have a unique opportunity to support the Museum's visitor experience in a fun and dynamic retail setting. Display Volunteers work closely with the Retail Experience Lead and other staff to answer visitor questions, restock empty displays, and keep the store looking beautiful. This opportunity would be a good fit for someone who enjoys talking to visitors, has an eye for aesthetics, and doesn't mind dusting. Ideally, Display Volunteers are able to commit to at least two hours, once per week, to assist with store maintenance.

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

40%	Visitor Experience <ul style="list-style-type: none">• Answer visitor questions about the store and the Museum, with an emphasis on creating positive visitor experience.• Keep up-to-date on Museum events, exhibits, and news, as well as new products and displays in the store, to be able to share accurate information with visitors.• Register training may be available after demonstration of reliable volunteer service and interest in learning.
40%	Cleaning and Restocking <ul style="list-style-type: none">• Perform basic cleaning tasks, including sweeping, dusting, cleaning glass, and breaking down boxes.• Assist staff with replacing, organizing, and restocking existing displays.• Learn and maintain the store's display layout.• Frequent movement while carrying products is required for this task.
15%	Inventory Pricing <ul style="list-style-type: none">• If time permits, assist the Retail Inventory Lead and inventory team with pricing and labeling new inventory as it arrives.• Use fine motor skills and high attention to detail to ensure each item is priced accurately.
5%	Additional Duties <ul style="list-style-type: none">• Assist with the store's biannual inventory counts.

QUALIFICATIONS

EDUCATION/ CERTIFICATIONS

- Required – High School diploma or GED in progress.
- Preferred – N/A

EXPERIENCE

- Required – N/A
- Preferred – N/A

SKILLS/ ABILITIES

- Creativity and flexibility with a healthy dose of detail orientation.
- Strong communication and collaboration skills.
- Ability to sit, stand, and move for extended periods of time.
- Ability to move up and down stairs frequently, often while carrying items.
- Ability to lift and carry up to 40 pounds.

PHYSICAL ELEMENTS

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 / crowding levels.

EQUIPMENT USE

- Basic cleaning equipment 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