



ARIZONA MUSEUM FOR YOUTH VOLUNTEER POSITION DESCRIPTION

Volunteer Title: VISITOR AND RETAIL SERVICES VOLUNTEER

Accountable to: Visitor and Retail Services Coordinator

Purpose: Provides front desk and customer service assistance. Assists customers in the Gallery Shop with questions and sales.

Specific Duties:

1. Greet and serve visitors.
2. Works at the Reception Desk.
3. Monitor front desk area.
4. Assist in the Gallery Shop and monitor security of merchandise.
5. Assist with program registrations and memberships.

Skills: Good customer service skills are required as is the ability to be comfortable in dynamic situations. Must be comfortable working with the public, especially with small children. Ability to handle money is required to work in the Gallery Store.

Qualifications: Must be able to communicate with Arizona Museum for Youth employees, instructors, program participants, other volunteers, and the general public. Need to be able to handle money, computer register and pay attention to detail.

Experience: Some background in previous sales is preferable for the Gallery Shop.

Special Requirements: Requires a background check if over 18.

Time Commitment: 4 to 12 hours a week.