



VOLUNTEER POSITION JOB DESCRIPTION

Greeter and Museum Store Assistant

Job Title: Greeter and Museum Store Assistant

Purpose: Create a welcoming experience for visitors, assist with sales in the Museum Store, and provide excellent customer service

Key Responsibilities:

- Greet visitors
- Collect admission/tour fees
- Communicate arrival of visitors to staff
- Assist visitors in the Museum Store and ring up sales
- Answer the phone and refer inquiries to Staff as necessary
- Assist with museum-related duties as assigned

Location: Simsbury Historical Society Visitors Center, 800 Hopmeadow Street

Reports to: Staff of Simsbury Historical Society

Time Commitment:

- Two or Four Hour time commitments.
- Visitor Center and Museum store is staffed daily Monday through Saturday, 12-4 throughout the year, Museum Tours are offered Thursday-Saturday 12-4, May through October.

Qualifications:

- Neat appearance and good interpersonal skills, including ability to work with visitors from all over the world
- Clear handwriting, basic math skills, ability to make change, operate cash register, calculator, credit card machine and telephone
- Willing to become familiar with *Phelps Tavern Museum Store Policies and Procedures*

Support: Simsbury Historical Society Staff

Dress Code: Business Casual

Certifications: n/a

Development Opportunities: Learn to assist in event planning, become a Museum Store Manager, become a Museum Guide



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