

City of Lakewood Volunteer Job Description

Department: Community Resources
Division: Heritage, Cultural and Arts
Committee: Museum Stores



Committee Purpose

The Museum Store committee's primary purpose is to assist the Museum Store Coordinator in providing daily operations for the 20th Century Emporium.

Responsibilities

The committee volunteers are responsible for greeting customers, assisting customers in merchandise selection, operating the cash register and closing out at end of day. Volunteers handle cash and charge transactions while providing general organization of merchandise.

Qualifications

A background check is required for this position. Volunteer must be able to prove efficiency and accuracy when dealing with cash transactions. In addition, the volunteer must exhibit customer service skills and be proficient with the computer.

Age Requirement

The minimum age requirement for this committee is 18 years old.

Schedule

Emporium

Tuesday – Saturday (10:00 a.m. – 4:00 p.m.) This is broken up into two shifts;

10 a.m. – 1 p.m. and 1 p.m. – 4 p.m.

Special Events (Times Vary)

Training

Training will be provided by the Museum Store Coordinator and a seasoned volunteer in two to four sessions. Each session will last approximately three hours. After completing the training session, the Store Coordinator or Volunteer Coordinator will review the training material with the volunteer to determine if volunteer is capable of working in this committee or should be reassigned.

Dress Code

The volunteers are required to dress in business casual attire and comfortable shoes.

Work Environment

Indoor – This committee participates year-round and is located in climate controlled areas.

Punctuality and Absenteeism

If the volunteer is going to be late or miss a scheduled assignment, they must contact the committee leadership or volunteer hotline prior to their shift.