



Museum Store Volunteer

Volunteer Job Description

Description: The gift shop extends the Science Museum of Virginia's mission to inspire our guests to enrich their lives through science by providing carefully selected science merchandise and generating funds to support the museum. Volunteers work side by side with museum store staff to assist museum guests as they make selections, keep the museum store well stocked, ensure that merchandise is attractively displayed and operate a user-friendly cash register system.

Responsibilities:

- Create a welcoming environment for our guests and engage them throughout their visit
- Utilize a computerized cash register system to process transactions
- Assist children and adults in making purchases
- Maintain current knowledge of museum store product selections
- Restock merchandise
- Monitor busy times to ensure guest are maintaining social distancing guidelines in the shop

Additional Tasks, based on volunteer interest:

- Assist in receiving and ticketing merchandise shipments
- Assist in organizing and maintaining the stockroom and storage areas
- Assist in creating displays

Qualifications:

- Friendly demeanor and a willingness to actively engage with all guests
- Bilingual in Spanish a plus
- Responsible and dependable
- Willingness to work as part of a team
- Willingness and ability to learn a computerized cash register system
- Ability to move around the store for the entire shift
- Prior cash handling experience is preferred
- Must agree to and sign the Volunteer Agreement and the Health and Safety Agreement.
- All volunteers over the age of 18 must undergo a background check before onboarding.

Training:

All volunteers must attend a scheduled orientation. Training with shop staff begins during the first shift.

Minimum Age: 18

Time Commitment:

Must be willing to commit to a minimum of two shifts of two hours (or more) per month, for at least six months. This will be a consistent schedule based on the volunteer's choice and store needs.