



## **Gift Shop Assistant**

### 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 Science Museum. Volunteers work side by side with gift shop staff to assist guests as they make selections, keep the gift shop well stocked, and ensure that merchandise is attractively displayed.

### Responsibilities:

- Create a welcoming environment for our guests
- Assist children and adults in making purchases
- Maintain current knowledge of gift shop product selections
- Restock merchandise
- Monitor during busy times

### Additional tasks:

- 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, dependable and a good team player
- Ability to move around the store for the entire shift

### Training:

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

### Minimum Age: 18

### Time Commitment/Hours:

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.