

City of Lakewood Volunteer Job Description

Department: Community Resources
Division: Heritage, Cultural and Arts
Committee: Museum Stores
Last Updated: August 2013



Committee Leadership

Museum Store Coordinator
Karla Grahn
(303)987-7868
Kargra@lakewood.org

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 and Artisan Showcase.

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

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 am – 4:00 pm)
Special Events (Times Vary)

Training

Training will be provided by a seasoned volunteer in two sessions. Each session will last approximately three hours. After completing the training session, the Store Coordinator or volunteer coordinator will determine 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 prior to their shift.