COLUMBIA RIVER
MARITIME MUSEUM
ASTORIA / OREGON

Museum Office Volunteer

Objective: Office volunteers may assist with membership mailings, organizing files, conducting research, and processing information.

Volunteers who work in the museum office must be detail-oriented, organized, and comfortable working independently in a quiet office setting.

Office volunteers may be required to have computer skills including the ability to work with spreadsheets, etc.

Volunteers in the office should have a general understanding of museum operation and department roles and should keep up with changes such as new exhibits as well as current activities being offered.

General duties:

- The volunteer may assist office staff with tasks such as copying, filing, shredding, entering membership and other data, and helping with monthly mailings.
- The volunteer will maintain confidentiality related to any of the documents, staff, donor, or other things they see and hear around the CRMM office.
- The volunteer will assist office staff with other duties or special projects as assigned.

Training: Office volunteers will be trained by the office staff personnel who they support with their work.

Time Commitment: Office Volunteers usually work one day per week for about 2-3 hours per shift. This is an opportunity for the volunteer who would like to work behind the scenes on a regular day of the week.

Who to Report to: Volunteer Coordinator, Office Staff, Education Supervisor, Education Director