

COLUMBIA RIVER
MARITIME MUSEUM
ASTORIA • OREGON

Guest & Retail Services Volunteer Position

CRMM Store Volunteer:

Objective: Volunteers help our Museum Store with many things including sales, setting up and taking down displays, restocking items, processing new freight and pricing items, and keeping the store clean and orderly.

The volunteer must be able to learn our POS system to assist with processing payments.

Volunteers present themselves professionally in their behavior and grooming and wear a nametag (with or without the lanyard) as well as CRMM gear with our logo.

Volunteers are able to stand for 2-3 hours and lift boxes and other large items. A chair or stool can be provided for relief from standing for long periods of time.

General duties:

- The volunteer will be helpful and friendly in their interactions with staff and museum visitors.
- The volunteer will handle money and other forms of payment with honesty and precision.
- The volunteer will willingly assist with the upkeep of the store including organizing items in displays, assisting with freight, and any other tasks as called upon by Museum Store Staff or the Director of Retail & Guest Services.

Training: The Store Manager will be in charge of training all museum store volunteers or assign staff to help train the new volunteer.

Time Commitment: Museum Store Volunteers work one day per week and shifts are usually 3 hours (from 11:00-2:00).

Who to Report to: Volunteer Coordinator and Director of Store and Visitor Services