



COLUMBIA RIVER MARITIME MUSEUM

Museum Store Volunteer

Position Description

Job Title: Museum Store Volunteer

Department Manager: Blue Anderson

Reports to: Education Supervisor and Volunteer Coordinator

Position Duties and Responsibilities:

- Assist in the operations of the Museum Store.
- Assist with suggestions and sell merchandise to guests.
- Keep merchandise stocked in and on the display shelves in the Museum store.
- Maintain the cleanliness and overall organization of the store.
- Operate the cash register with accuracy and timeliness.
- Serve as a greeter for special events such as cruise ships and receptions and also provide assistance to Visitor Services, as requested.
- Answer general questions about the Museum, history of Astoria and surrounding areas and events.

Characteristics and Experiences:

- Must have excellent customer service skills.
- Must be detail oriented and organized.
- Must be able to work as part of a team.

Additional Qualifications:

- Must be 18 years of age or older
- Must successfully pass a criminal background check
- Must be willing to become a member of the Columbia River Maritime Museum