

The National Vietnam War Museum

Volunteer Job Description

Position: Receptionist

Report to: Museum staff and Volunteer Coordinator

Duties & Responsibilities: Welcome guests, answer phone, process credit card sales of gift shop items

Expectations & Commitment

- Ability to work with a team
- Enthusiastic, dependable, and flexible
- Enjoy interacting with the public
- Communicate effectively with individuals, families, and groups
- Willing to learn and utilize new things
- Independent, able to work with limited supervision
- Represent the museum in a warm and professional manner
- Grooming and clothing should be professional

Training: Initial training by Volunteer Coordinator, additional training by museum staff