



# AMERSHAM MUSEUM

## Volunteer Role Description

**Title:** Museum Steward

**Hours:**

6-10 shifts throughout the season:

March, April, October- Saturdays, Sundays and Bank Holiday Mondays 1:45pm – 5:00pm

May to September – Wednesdays, Thursdays, Saturdays, Sundays and Bank Holiday Mondays 1:45pm – 5:00pm

**Objective of role:** To provide the general running of Amersham Museum.

**Responsibilities/Duties:**

1. To volunteer with limited supervision on a day to day basis
2. To have a neat and tidy appearance
3. To arrive for duty in time to familiarise yourself with any new instructions
4. To meet and greet visitors in a welcoming and friendly manner
5. To process shop sales in the appropriate manner
6. To answer the telephone in a welcoming and friendly way, and take messages where necessary
7. To attend Steward training sessions when notified
8. To ensure the smooth running of Amersham Museum acting as an ambassador for the organisation.
9. To adhere to any policies as asked to do so by Amersham Museum staff.

**Desired Volunteer Experience and Skills:**

- ✧ Dealing with the general public
- ✧ Good communication skills
- ✧ Confident and reliable
- ✧ Open and positive manner
- ✧ Enthusiastic and helpful
- ✧ Willing to learn new skills
- ✧ Able to meet and greet visitors in an appropriate way
- ✧ Local knowledge
- ✧ Able to work well with others

**Amersham Museum Limited**

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