

Volunteer Position Description

MUSEUM STORE ASSISTANT

Volunteers who like working in a retail atmosphere are encouraged to volunteer in the museum store. Volunteers help set up new merchandise, help visitors with questions, and ring up purchases when they are ready. Volunteers are trained by the museum store lead in all of these activities

Definition:

Greet and assist Museum Store visitors, perform retail sales on point of sale computers, inventory control and other duties related to operation of a retail store.

Distinguishing Characteristics:

Customer service oriented; engaging with customers to help with merchandise selection and purchase; comfortable operating cash registers in retail environment.

Time Commitment:

Store volunteers are asked to work at least twice per month.

Typical Work:

- Assist customers in locating, selecting and purchasing various retail items;
- Serve as cashier, checks cash register receipts, and prepares daily financial reports;
- Arrange supplies and merchandise on shelves and in displays;
- Take physical inventories and keeps inventory records;
- May open and close register on a daily basis;
- Perform other work as required.

Knowledge and Abilities:

Ability to: learn methods and procedures employed in retail store operation and retail selling; make simple arithmetic calculations; prepare inventory records and cash reports; understand written and oral instructions.

If you are interested in volunteering at the museum store, please email Linda Strong

Linda.Strong@northwestmuseum.org