



# NAVY MUSEUMS NORTHWEST

## Naval Undersea Museum & Puget Sound Navy Museum

### Volunteer Job Description

**Position:** Volunteer Receptionist

**Supervisor:** Navy Museums Northwest Volunteer Coordinators and Staff.

**Objective:** To provide a welcoming atmosphere to museum visitors, maintain an accurate count of visitors and answer visitor questions in person and over the phone.

#### **Responsibilities:**

- Be a visible presence at or near the museums' front desk
- Provide a brief welcome and orientation for visitors upon entering the museum
- Assist with any way-finding visitors may need
- Answer the front desk telephone and answer questions or forward the call as needed
- Answer visitors' basic questions about the museum and area

#### **Qualifications:**

- Interest in any of the following: the US Navy, naval history, maritime history, marine science, engineering, etc.
- Interest in meeting and talking with the public
- Friendly and enthusiastic
- Willing to work as a member of a team
- Willingness to commit to a specific shift
- Ability to answer the telephone

**Training:** NMNW staff will provide general orientation and any content specific training needed.

#### **Requirements:**

- Attend training
- Pass a basic background check
- Commit to a minimum of one 3 hour shift per week for at least 6 months

**The Next Step:** Return a completed application by dropping it off or mailing it. The Volunteer Coordinator will contact you to discuss matching your skills and interest with museum needs. Thanks for your interest in Navy Museums Northwest. We look forward to working with you.

### *Mailing Addresses*

#### **Naval Undersea Museum**

ATTN: John Buchinger, Vol. Coordinator  
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#### **Puget Sound Navy Museum**

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