

## **Liberty Hall Historic Site Volunteer Job Descriptions 2010**

### **Visitor Center Greeter**

The Greeter volunteer is a friendly person who serves as the first contact between visitors and LHHS. Greeters handle the operation of the first floor of the Orlando Brown House, which serves as the Visitor Center for LHHS. Greeters work at least one 6.5 hour shift (with a half-hour lunch break) each week. The available shifts are 10:00 a.m.-4:30 p.m., Tuesday-Saturday. Greeters report to the Tour Administrator.

#### *Responsibilities*

- Greet visitors when they arrive at the Orlando Brown House
- Keep watch over the first floor of the Orlando Brown House
- Take payment for admissions and museum store sales
- Record daily visitation
- Record daily sales totals
- Answer the phone
- Sign for packages delivered to the Orlando Brown House
- Research topics of interest and incorporate and work with Educator and Curator to develop special thematic tours
- Other projects, as assigned

#### *Skills*

- Self motivated
- Comfortable with public speaking
- Enjoys working with the public
- Able to work with children/seniors/other special groups
- Willing to learn to operate cash register and credit card machine
- Willing to learn operation of multi-line telephone system
- Interested in learning more about the Brown family and local history

#### *Requirements*

- Work at least one 6.5 hour shift each week on a regular schedule
- A one year commitment
- Are at least 17 years old