

Development/Membership and Technology Requirements

Job description

We would prefer candidates with a good knowledge of using computers as well as skills dealing face to face with our customers at the Membership Counter. Actively informing people as to the value of our membership programs and completing the sale memberships including adding the new members into our system. At times, there will be a need to ring non-members into the cash register when the line is long at admissions. This customer service oriented volunteer will act as an information resource to visitors.

Technology – Database refinement and process development, web research to complete database profiles and add value to the information.

Number of adult/teen volunteers Interpreters needed

2

Time commitment

- Each shift is four hours. Times may vary.

Required training

There will be training for the Membership Desk duties as well as training for the database tasks, Development Staff will provide training.

Minimum age 15 years old