



Abbe Museum

INSPIRING NEW LEARNING ABOUT THE WABANAKI NATIONS WITH EVERY VISIT

Job Title: Shop Volunteer

Job Description: Assist shop employees with customer service, packaging of sold items, and general upkeep of the shop displays.

Responsibilities:

- Dusting
- Answering phones and transferring callers to the correct person.
- Packaging sold items for shipment or travel.
- Assisting with creating displays for shop merchandise.
- Possibly giving an orientation to a group which arrives looking for information about the Abbe Museum.

Characteristics and Experience:

- Warm and welcoming personality
- Ability to answer phones in an often loud environment
- Attention to detail

Supervision and Trainings:

- Volunteer will attend the regular volunteer training and will also receive training from the Store Front Line Staff.
- Reports to the Volunteer Coordinator.