

Information Desk Chair

The Information Desk Chair is assigned by the Museum Services Coordinator and approved by the Guild President. The Chair works with volunteers recruited to staff the Museum Information Desk.

Tasks

- Coordinates with the Information Desk volunteers inside the Museum.
- Reports to the Guild Museum Services Coordinator.
- Provides a monthly and end of year summary of the Information Desk volunteers' performance, reporting the percentage of coverage, along with any issues or needs to the Guild Board representative.
- Coordinates with Admissions, Security, and Museum Services at the Museum.
- Addresses volunteers' concerns, issues, and listens to suggestions.
- Schedules mandatory tune-up trainings for volunteers.
- To enhance Information Desk volunteer's knowledge, encourages Information Desk volunteers to attend walk-throughs for new exhibits.
- Aids the Guild Fair's Admissions Committee, as needed.
- Maintains the Information Desk's Roster and contacts.
- Assists with calendaring scheduling.
- Trains volunteers and sends need-to-know updates (and thank-you's) to volunteers.

Rev June 2024