

# Events Volunteer

**Summary:** Help our museum educate our guests and provide exceptional hospitality at our in-person events!

**Time requirements:** Minimum six-month commitment; approximately 12 hours per month

**Reports to:** Rachel Waugh, Executive Director

## **Volunteer duties:**

- Arrive early to help with event set up.
- Welcome and greet attendees.
- Monitor the registration and sign up table.
- Assist with refilling drinks and snacks (if applicable).
- Answer guest's questions throughout the event.
- Assist the event leader with task as needed.
- Help with cleanup during and after event.
- Deliver any flyers or additional information as needed.

## **Skills and Requirements:**

- Friendly and kind; experience in customer service a plus.
- Good people skills and interpersonal communication.
- Ability to ask questions when needed.
- Able to lift at least 50 lbs.
- Organized.
- Reliable, flexible, and open to train others as needed.
- Passionate about the Museum of Food and Culture's programs, mission and vision.
- Must work cooperatively with board, staff and volunteers.

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