

THE ROYALL HOUSE AND SLAVE QUARTERS

VOLUNTEER JOB DESCRIPTION FORM

Date: January 2022

Job Title: Greeter and Gift Shop Volunteer Supervisor:

Work Location: Slave Quarters

Purpose of the Position: To greet and welcome museum visitors and supply basic information about museum tours. Collect admission fees and sell items in the gift shop.

Responsibilities:

1. Welcome visitors
2. Collect entrance fee using charge system, keep track of number and type of visitors.
3. Sell items from the gift shop and keep track of exact items sold.
4. Invite guests to view museum items, garden and to watch virtual tour.
5. Work with Museum guides in opening and closing the museum and coordinate visitors with tours.

Qualifications:

1. Interest in the history of the RHSQ
2. Comfort with charge system and handling money
3. Interest in meeting people as well as learning and talking about the museum

Commitment Expected:

Shifts are on Saturday and Sunday from 12:30 – 4:30 during May, June, July, August, September and October. It is expected that a volunteer would work a complete shift at least 6 times a season.

Training:

Training on credit card charging system and reporting requirements will be provided by the Museum.

Volunteers are expected to be familiar with the basic history of the museum and the current programs (this can be found on the website and books) and be prepared to answer general questions about the RHSQ. Participating in guided tours prior to volunteering is recommended.

Attend periodic meetings with staff and volunteers to learn more and fine tune skills.

Perks:

1. Being part of a community of people who care about the history and significance of the RHSQ and its impact on Medford.
2. Learning about the history of enslaved people in Medford.
3. Learning about the diverse public interest in the museum.

Apply to:

Maureen Curley – Volunteer Coordinator maureenfurley@gmail.com 617-947-8755