



MARIN MUSEUM OF BICYCLING



Volunteer Position Description: STAFFING

Staffing the museum during its Open days (Thursday through Sunday) involves some basic activities that all staffing volunteers share:

Front Desk: Greeting visitors and entering Admissions

Gift Shop: Entering product sales; helping organize or sell T-shirts, books, cards etc.

Volunteers with expertise on bikes and bike history tend to become familiar with details of the museum collection. Working with the museum curator and gaining experience, these volunteers may qualify to take on additional Staffing roles such as:

Educator/Docent: Answering questions about the bikes, giving informal tours of the collection

A Staffing shift typically includes:

- Assisting with opening or closing of the museum
- Welcoming visitors with a smile and warm greeting
- Cashiering (using iPad): Entering admission/membership sales and Gift Shop purchases
- Restocking Gift Shop as needed
- Tidying the museum as needed, inside and/or outdoors
- Educating visitors, discussing details of the museum collection (Educator/Docents only)

Requirements for Staffing Volunteers:

- A friendly, outgoing personality; ability to engage with children/adults from all roads of life
- Great communication skills with excellent spoken English
- Enthusiasm about bikes/bicycling
- Computer literacy; all volunteers work on iPads
- Punctuality, Presentability, Reliability
- Attention to detail
- For consistency we ask that staffing volunteers work a minimum of three shifts per month. One shift is 3.5 hours; there are two shifts per day and you can choose to do two shifts in a day.

Perks (for volunteers working 3 shifts per month):

- Free T-shirt after 1 month of volunteering
- 10% Discount in Gift Shop after 3 months of volunteering
- 1 Year Individual Membership after 6 months of volunteering

Please feel free to stop by the museum to pick up a volunteer application. (You can also find it on our website, www.mmbhof.org.) When we receive your application we will get in touch to set up a time to talk with you in person. We're looking forward to meeting you!

--Your fellow volunteers at Marin Museum of Bicycling