

Volunteer Job Descriptions



Job Description: Front Desk Attendant/Customer Service

Key Responsibilities:

- Answer the museum phone line and directs calls.
- Greets guests and directs them to staff or locations.
- Answers questions about the agency and provides forms when necessary.
- Provides information about activities that take place that day, month, or year.
- Makes reminder phone calls to other volunteers.
- Prepares correspondence as needed.
- Other duties as assigned.

Job Description: Guide

Key Responsibilities:

- Lead interpretive tours through the museum galleries.
- Engage with the public.
- Ask and answer questions, tell stories, and share information about the museum content (history, collection, mission, etc.).
- Facilitate group learning in museum.
- Other duties as assigned.

Job Description: Public Programs Assistant

Key Responsibilities:

- Assists museum staff with public programs.
- Handling of artifacts and reproductions, promoting museum appropriate behavior.
- Facilitate group learning in museum.
- Lead educational activities.
- Assist with set up (facility, materials, etc.)
- Other duties as assigned.

Job Description: Museum Gallery Attendant

Key Responsibilities:

- General Cleaning
- Wiping glass
- Clean wood
- Vacuuming
- Dusting
- Other duties as assigned.

Museum of the Horse Soldier

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www.horsesoldiermuseum.com