Gift Shop Volunteer Job Description

**Duties:** Greets and welcomes visitors to the gift shop; assist staff with checking in new items and pricing.

**Qualifications:**

A. Provide remarkable customer service to visitors.
B. Possesses excellent communication skills.
C. Receptive and accepting of diverse population.
D. Sensitive to the needs of all.
E. Sensitive to cultural and financial differences and age ranges of visitors.
F. Must observe the visitors rights to confidentiality.
G. Adequate conversational English is required in order that the individual be able to take direction, understand how to complete job tasks, communicate adequately with visitors and co-workers as necessary, understand and follow safety guidelines and understand the volunteer handbook and hospital and department policies.

All volunteers must complete a general volunteer orientation as well as department specific orientation.

**Shift Information:**

A volunteer is needed for the following areas at the dates and times listed below:
Monday's from 10:00 a.m. to 2:00 p.m.; Volunteer will be asked to rotate with other volunteers to staff the Gift Shop one Saturday a month.