



Volunteer Front of House

Role Description

1. Title of Role: Front of House Volunteer
2. Purpose of Role: To welcome visitors to the Museum and to assist in the Museum shop.
3. Main Activities/Tasks:
 - a. To welcome visitors to the Museum.
 - b. To take admission fees and to encourage the visitors to Gift Aid their admission fee.
 - c. To assist with the sales of items in the Museum shop.
 - d. To help with visitors enquiries at the front desk.
4. Skills/Interests Needed.

Highly motivated, with good organisational, communication and inter-personal skills.
5. Training Offered. Additional to induction:
 - a. Use of shop till.
 - b. Gift-aid admission
6. Time Commitment Requested: This post is shared with other volunteers. If you are able to help for one day a week it would be most helpful. The Museum is currently open 10am-2.30pm Wednesday –Saturday.
7. Place: The Royal Green Jackets (Rifles) Museum, Peninsula Barracks, Romsey Road, Winchester, SO23 8TS.
8. Expenses: Costs of travel to/from home may be claimed (mileage @ 45p per mile) up to a limit of £40 per return journey. Expenses incurred in fulfilling the role and tasks of the post-holder at work will be fully reimbursed.
9. Main Point of Contact/Supervisor: Christine Pullen, Curator of The Royal Green Jackets (Rifles) Museum, Peninsula Barracks. Tel: 01962 828549. E-mail: curator@rgjmuseum.co.uk