

The National Vietnam War Museum

Volunteer Job Description

Position: Visitor Support Assistant

Report to: Museum staff and Volunteer Coordinator

Duties & Responsibilities: Assist visitors by providing information about the museum and its exhibits, artifacts, displays and dioramas

Expectations & Commitment

- Ability to work with a team
- Enthusiastic, dependable, and flexible
- Enjoy interacting with the public
- Communicate effectively with individuals, families, and groups
- Willing to learn and utilize new things
- Independent, able to work with limited supervision
- Able to represent the museum in a warm and professional manner
- Grooming and clothing should be professional

Training: Initial training by Volunteer Coordinator, additional training by museum staff