

Volunteer Project Description

PROJECT TITLE Visitor Services School Group Greeter

Supervisor: Ginny Fitzgerald, Director of Visitor Services

Objective: Welcome School Groups to the Chicago History Museum

Responsibilities:

- Assist Visitor Services and Education staff with the orientation of school groups.
- Assist Visitor Services and Corporate Events staff with the orientation of adult group tour visitors on busy days.
- Assist Visitor Services with administrative tasks related to school group and public program reservations.

Qualifications: Be comfortable and confident working with the public; have the ability to work independently and as part of a team; strong verbal communication skills, including the ability to speak articulately to large groups; ability to interact with a diverse range of school-age children and teachers.

Advantages: You will meet new people and have the opportunity to be part of a very active, gratifying volunteer experience with a major Chicago cultural institution. The museum is a friendly, welcoming work environment.

Dates of Project: We are currently accepting applications for this opportunity.

Time Commitment: We are currently seeking volunteers available regularly on Mondays during the hours 9:30 a.m.–12:00 p.m.

Application Deadline: We are currently accepting applications for this opportunity.

How to Apply

A completed application consists of the following:

- a completed application form
- a resume or biographical statement
- the mailing addresses of two references who would be able to speak to your ability to perform the duties involved in the position you are applying for.

Every effort is made to match the skills and interests of prospective volunteers with the needs and priorities of the department and the institution overall. Applications are encouraged from African American, Asian American, Latino, and Native American applicants.