



Museum Office Volunteer

Position Description

Job Title: Museum Office Volunteer

Department Manager: Connie Silverman and Caroline Wuebben

Reports to: Education Supervisor and Volunteer Coordinator

Position Duties and Responsibilities:

- Provides administrative support to the Museum staff and visitors.
- Assist staff members with copying, faxing, filing, shredding, and conducting research projects as requested.
- Maintains confidentiality in all aspects of donor, staff and organization information.
- Greets visitors to the office area.
- Answers the main phone line, transferring calls and/ or taking messages.
- Assists Membership and Marketing with mailings.
- Provides support with general clerical duties or special projects as assigned.

Characteristics and Experiences:

- Must be detail-oriented, organized, and comfortable working in a quiet office setting with confidential information.
- Must have basic computer skills and the ability to conduct online research.
- Experience with Microsoft Office Suite.
- General knowledge of databases and software, or the ability to learn.
- Must have working knowledge of the general Museum operations and department roles.

Additional Qualifications:

- Must be 18 years of age or older
- Must successfully pass a criminal background check
- Must be willing to become a member of the Columbia River Maritime Museum
- Ability to work independently