

Volunteer Opportunity in the Gift Shop of the Ludington Area Center for the Arts

Responsibilities:

The Gift Shop Assistant is primarily responsible for ensuring a welcoming and helpful experience for all visitors to the Museum by:

- Maintaining a safe and clean environment
- Providing friendly welcome and quality customer service to all Center visitors
- Assisting customers with purchases using cash register (cash, check, VISA/MC)
- Maintaining efficient operation of the Gift Shop including opening and closing cash register
- Monitoring sale of merchandise, restocking the store and helping to determine trends
- Assisting with inventory, pricing merchandise and store displays
- Resolving visitor concerns and inquiries

Skills needed:

- Organized, confident, patient, friendly, and outgoing
- Comfortable interacting with children and adults
- Able to communicate clearly with tact and patience
- Works well under pressure
- Retail experience and knowledge of a cash register helpful

Benefits of joining the team:

- Knowledge of Gift Shop merchandise and promotions
- Knowledge of Center environment, including events, exhibits and programs
- Customer service and merchandising training
- Work alongside Center staff
- Invitation to regular volunteer events

Commitment Required: The Ludington Area Center for the Arts is open Tuesday-Saturday, noon to 5:30 p.m. so we're looking for a few people to cover at least one day a week, with a minimum commitment of 3-4 months.

Go to the volunteer page at our website to submit an application if you're interested:

<http://www.ludingtonartscouncil.org/Default.aspx?PageID=4717742&A=SearchResult&SearchID=428584&ObjectID=4717742&ObjectType=1>

Or call: 231-845-2787