

Chicago History Museum Volunteer Job Description

Project title: Visitor Services School Group Greeter

Supervisor: Ginny Fitzgerald, Dept. Head

Objective: Welcome School Groups to the Chicago History Museum.

Responsibilities:

- Assist Visitor Services and Education staff with the orientation of school groups.
- Enhance and facilitate school group visitor experiences on L Car #1 and in the Sensing Chicago Children's Gallery. Specific training by the CHM staff will be provided.
- 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. Physical requirements include the ability to move coat bins and lunch containers, open and close school group access doors, and use visitor stairs and pathways. Volunteer candidates must be able to tolerate and function effectively in an energetic, noisy environment. Available Monday-Friday, from 9:30-1 pm.

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.