Position: Visitors’ Center Attendant

Location: The Norwich Heritage and Regional Visitors’ Center
69 East Town St Norwich, CT 06360

Purpose: The role of a Visitors’ Center Attendant is to provide visitors with information about the city of Norwich and foster a warm and positive environment in the Norwich Heritage and Regional Visitors’ Center.

Key Responsibilities:

• Provide information to visitors
• Pleasantly greet guests and direct them to desired locations around Norwich
• Answer questions about the Visitors’ Center and provide forms when necessary
• Record donations that come in
• Manage the small gift shop and handle cash and credit cards
• Assist with updating the social media page
• Other related duties as assigned

Reports to: The Volunteer Coordinator

Age Requirement:

Must be 15 years old or older.

Time Commitment:

Volunteers will commit to at least one three-hour shift per week
The Norwich Heritage and Regional Visitors Center will be open Wednesday-Sunday, 10:00am-4:00pm, April-November

Dress code: Business casual or appropriate summer attire
Volunteer Application Form continued

Qualifications:

• Seeking individuals who have an interest in Norwich’s history and a desire to learn more about the region
• Volunteers should have a basic knowledge of Norwich and its environment
• Volunteers should have a friendly and outgoing attitude
• Knowledge of Microsoft Word and Excel would be helpful

APPLICATION:

Name _______________________________________________________

Home Address ________________________________________________

City ___________________________ State _____________ Zip ___________

Phone Number ___________________________ Male ( ) Female ( )

Email ________________________________________________________

Emergency Contact (Name/Phone) __________________________________

Why are you interested in volunteering at the Norwich Heritage and Regional Visitors’ Center? What skills will you bring to the position?

___________________________________________________________________________

___________________________________________________________________________

Please list any volunteer or related experience:

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________
REFERENCES
Please list three people who know you well and can attest to your character, skills, and dependability. Include your current or last employer.

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AVAILABILITY (check all that apply)

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Please read the following carefully before signing this application:
I understand that this is an application for and not a promise of volunteer opportunity. I certify that I have and will provide information that is correct and complete to the best of my knowledge.

Signature: ___________________________ Date: ___________________

SUBMIT APPLICATION:

Mail:   Email:
Norwich Historical Society   Regan Miner
307 Main Street   NHS Consultant
Norwich, CT 06360   minerregan@gmail.com

THANK YOU!