



## **VOLUNTEER JOB DESCRIPTION**

### **INFORMATION DESK ATTENDANT**

**LOCATION:** Brookside Gardens, 1800 Glenallan Avenue, Wheaton, MD 20902-????

**NEED:** Information Desk Attendants are needed to staff the Visitor's Center Information Desk daily from 9:00am to 5:00pm.

**JOB DESCRIPTION:** Work one 4-1/4-hour shift, 9:00a to 1:15 or 12:45pm to 5:00pm per week disseminating information to Brookside Gardens' visitors. There are other periods when programs require desk coverage, if you are available.

#### **DUTIES AND RESPONSIBILITIES:**

Welcome and greet visitors. Provide visitors with information on the programs, services, facilities, and events at Brookside Gardens, directions within Brookside Gardens, directions in and around the Washington metropolitan area, and other inquiries

#### **QUALIFICATIONS AND REQUIREMENTS:**

- \* Be familiar with Brookside Gardens
- \* Have the ability to communicate clearly and concisely
- \* Be reliable, timely and pleasant
- \* Have the ability to work independently
- \* Use all resources at the Information Desk to articulate up-to-date, accurate information
- \* Walk through the conservatories and gardens regularly to observe changes
- \* Work a time schedule that meets the needs of the Information Desk

**TRAINING:** An in-depth orientation and reference materials will be provided followed by weekly updates. You will be scheduled to work with experienced persons until comfortable working alone. Other assistance will be provided.

**COMMENTS:** A commitment of two or more years is requested. For more information, call 301-962-1429, or email [MCP-GardenVolunteer@mncppc-mg.org](mailto:MCP-GardenVolunteer@mncppc-mg.org).