



VOLUNTEER OPPORTUNITY

Presidio Trust Headquarters Welcome Desk Greeter

POSITION OVERVIEW

Join the Presidio Trust in welcoming park visitors to its Headquarters building in the Main Post. Welcome Desk Greeter volunteers interact with visitors at the front desk, answer questions, and provide information to help visitors understand and enjoy the park.

RESPONSIBILITIES

- Greet and welcome visitors
- Answer questions about the Presidio and the Presidio Trust
- Orient visitors to the Presidio and provide directional assistance
- Answer phones
- Interact with the public in a professional, friendly, informative manner that represents the Presidio Trust in a positive way

COMMITMENT EXPECTED

- Volunteer for a minimum of two 4-hour shifts per month
- Attend initial training program

REQUIRED

- Excellent interpersonal, public speaking, and communication skills
- Enjoys interacting with the public
- Ability to sit for extended periods during shifts
- Basic computer knowledge
- Comfortable with web searches
- Good with maps and providing directions
- Professional demeanor and attire
- Familiarity with the Presidio a plus

WHY APPLY

- Learn about the Presidio Trust and the Presidio and its vast array of resources for public use
- Represent the Presidio Trust by helping visitors understand and enjoy the park
- Support your national park

UPCOMING TRAINING SESSION

We are currently recruiting volunteers for Fall 2016. The next training session will begin October 2016.

TO APPLY

Go to www.presidio.gov/volunteer and fill out and submit the online application.

Questions? Send an email to volunteer@presidiotrust.gov