



Presidio Trust

VOLUNTEER OPPORTUNITY

Welcome Desk Greeter

Are you passionate about connecting the public to the natural and cultural heritage of San Francisco?

Join the Presidio Trust Heritage Program team in welcoming the public to the recently renovated Presidio Officers' Club! Volunteer in San Francisco's most historic building, welcoming and orienting visitors to world-class exhibits and unique public programs.

Welcome Desk Greeters are on the front line at the Officers' Club engaging a wide range of guests, from the first time international visitor to local regulars. Volunteers will interact with visitors at the welcome desk, answer questions, and provide information to help visitors understand and enjoy the park.

RESPONSIBILITIES

- Greet and orient visitors to the Presidio Officers' Club
- Answer questions about the Presidio, the Presidio Trust, the Heritage Program, and the Golden Gate National Recreation Area
- Interact with the public in a professional, friendly, informative manner that represents the Presidio Trust in a positive way
- Use tablet technology to enhance visitor experience
- Orient visitors to the Presidio and give them tools to discover the park
- Work closely with volunteer docents and Heritage Program Staff
- Provide visitors with directional assistance of the Officers' Club, the park, and surrounding areas

Commitment Expected

- Staff a minimum of two 3-hour shifts per month for one year; weekdays and weekends available
- Attend initial training program and any follow up trainings

Required

- Excellent interpersonal, public speaking, and communication skills
- Ability to interact with the public in a professional, friendly, informative manner that represents the Presidio Trust in a positive way
- Attendance at trainings – both the initial training and any follow-up trainings
- Ability to sit for extended periods during your shift
- Willingness to wear Presidio Trust volunteer attire, including a vest and nametag
- Access to email and a computer for communication and to access online training materials
- Ability to search the internet

Why Apply

- Make new friends and join a team that shares similar interests
- Represent the Presidio Trust by helping local, national and international visitors understand and enjoy the park
- Support your national park
- Deepen your knowledge of local history
- Attend volunteer gatherings and educational field trips to socialize with other volunteers
- Learn more about the park and its vast array of resources for public use
- Have access to free Park Academy classes

Training

Our volunteer training program will equip you with the skills you need to welcome visitors and answer questions about the historic Presidio Officers' Club and the Presidio more broadly. As a volunteer you will serve as an ambassador for the entire Presidio, helping to encourage the public to explore this unique national park.

Upcoming Training Session

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

To Apply

Send an email to volunteer@presidiotrust.gov and our Volunteer Program Coordinator will get back to you with instructions for applying.