



VOLUNTEER JOB DESCRIPTION

GIFT SHOP ASSISTANT

LOCATION: Brookside Gardens – Two locations:
Visitors Center, 1800 Glenallan Avenue, Wheaton, MD 20902-1369
North Conservatory, 1500 Glenallan Avenue, Wheaton, MD 20902-1369

NEED: Volunteers are needed to assist in the operation of Brookside's two gift shops—
Marylandica I and Marylandica II. Volunteers are needed once weekly for approximately 3-4 hours. Work shifts are: 10:00a.m.-1:00p.m., or 1:00 p.m.-4:00 p.m.

JOB DESCRIPTION: Gift shop volunteers will assist in the operation of the shops.

DUTIES AND RESPONSIBILITIES:

- * Answer questions about merchandise
- * Use cash register
- * Restock shelves and assist in keeping shop clean and orderly
- * Wrap and bag merchandise
- * Use credit card machine
- * Related work as assigned

QUALIFICATIONS AND REQUIREMENTS:

- * Ability to handle money
- * Ability to follow procedures
- * Ability to operate a computerized cash register
- * Familiarity with horticulture terminology and basic gardening practices
- * Courteous, friendly, positive attitude
- * Patient, outgoing, and ability to work with the public

TRAINING: Volunteer will receive on-the-job training.

COMMENTS: For more information, call 301-962-1429, or email MCP-GardenVolunteer@mncppc-mc.org.