



Duke Farms

Visitor Services Volunteer | *Visitor Services Department*

AM and PM shifts available Tuesday through Saturday and any day with anticipated high visitation (as determined by the Visitor Engagement Manager or Visitor Services Manager), year-round

Daily Duties:

- Answer phone
- Field general questions about Duke Farms
- Provide directions
- Provide up-to-date information about COVID-19 procedures, Duke Farms' App, upcoming programs, and points of interest throughout property

As Needed:

- Take parking and accessibility shuttle reservations

No prior experience necessary. All training to be provided.

Qualifications:

- Approachable, friendly, punctual, and reliable
- Skilled at using and speaking over phone
- Physically able to...
 - Sit for extended periods of time (1+ hour), with breaks to stretch as needed
- Comfortable communicating extensively with public
- Comfortable communicating and coordinating with other volunteers and Duke Farms staff on consistent, weekly basis