



## Volunteer Role Description

**Role title:** Welcome Host

**Reports to:** Visitor Services Director

**Role purpose:**

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To welcome and deliver a friendly and engaging reception to visitors and volunteers, across a diverse audience.

**Time commitment:**

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This role is required during the museum open season which typically falls between April and October each year (exact dates vary slightly). The Museum opening hours are Tuesday to Saturday 10.30am to 4.00pm.

Welcome Host can cover mornings or afternoon slots, on a flexible rota basis. Mornings are typically 11.00am to 1.30pm and afternoons are from 1.30pm to 4.00pm.

**Main duties and responsibilities:**

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- Helping to provide a friendly and warm welcome to visitors arriving at the museum.
- Engaging with visitors inside the museum space.
- Answering general enquiries.
- Promoting the museum's activities.
- Supporting to maintain a safe environment.

**Skills, experience and qualities:**

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- A friendly attitude and enthusiasm for interacting with members of the public.
- Ability to work as a part of a team.
- An interest in the history of the village and surrounding area and a willingness to learn about the history of the Museum.
- Flexibility and ability to use own initiative

The role is open to all. We welcome applications from people of all abilities, backgrounds and communities.

**Why volunteer with us:**

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We are looking for people with an interest in local history and that of the Museum. It is important to be able to work with a wide range of people. Any experience that complements the role will be appreciated.

We want enthusiastic volunteers who will help keep the Museum as a vital part of the experience offered to residents and visitors.

**What we offer:**

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You will be provided with full training and support to fulfil the role, along with building your confidence and customer service skills. You will have opportunities to learn the history of the area and museum. Work with a friendly team of people and meet new people along with taking part in special activities organised for volunteers.

### **About the Cottage Museum:**

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The Cottage Museum has a rare surviving example of a Boulton and Paul bungalow constructed of corrugated iron on a wooden frame. We are committed to preserving and sharing the local history. The cottage not only houses the Museum's collection but is itself the major exhibit.

If you have an interest in local history and that of the museum we would love to hear from you. To apply, please complete an expression of interest form, and either email it to [info@cottagemuseum.co.uk](mailto:info@cottagemuseum.co.uk) or post to the Volunteer Co-ordinator, Woodhall Spa Cottage Museum, Iddesleigh Road, Woodhall Spa LN10 6SH. Please mark the envelope "Private & Confidential".