

South Jordan City

Volunteer Job Description



Title:	Museum Volunteer	Effective Date:	9/19/2025
Department:	Recreation		
Division:	Gale Museum	Position Type:	Volunteer

GENERAL PURPOSE

Perform a variety of duties related to the day to day operations and events of the Gale Museum, including staffing the front desk and assisting visitors.

SUPERVISOR

Museum Curator

ESSENTIAL JOB FUNCTIONS

Demonstrate an understanding of the mission and service values of the City of South Jordan in work and professional endeavors.

Greet and interact with the public, direct requests for information.

Under the direction of the Curator, assist visitors with the monthly scavenger hunt and distribute take-home craft kits.

Care for the museum's interactive areas and assist with tidying and sanitizing.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Knowledge, Skills, and Abilities:

Ability to work independently as well as with a team. Ability to work effectively with continuous public contact, inclusive of all visitors. Ability to communicate effectively, verbally and in writing; operate standard office equipment.

Ability to volunteer at least two hours per week.

Ability to communicate clearly, pay attention to details, and follow instructions.

2. Working Conditions:

Incumbent performs volunteer work in a typical office setting with appropriate climate controls. Tasks may require a combination of movement, such as walking, standing, sitting, or reaching, as well as the use of typical office technology.

We welcome volunteers with disabilities and are committed to providing reasonable accommodations for qualified individuals to have this rewarding opportunity.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.