



## ARCH STREET MEETING HOUSE

### **Job Title:** Docent

### **Job Description:**

Docents at the Arch Street Meeting House contribute time, energy, and ideas to make the legacy of the building and Quakerism accessible, understandable, and rewarding for visitors to the meetinghouse. Using the storied history of the Arch Street Meeting House, docents will engage visitors with programs about Quaker history and beliefs, to stimulate a greater understanding of the impact of the Religious Society of Friends.

### **Characteristics and Experience:**

Comfortable with speaking to large and small groups  
Warm, enthusiastic, and welcoming personality  
Interest in working with people of all ages and nationalities  
Reliable, responsible, punctual  
Physically able to lead tours around the site  
Able to work cooperatively and accept supervision  
An attitude of tolerance and respect for all people's points of view  
Interest in religion, history, and or architecture

### **Responsibilities:**

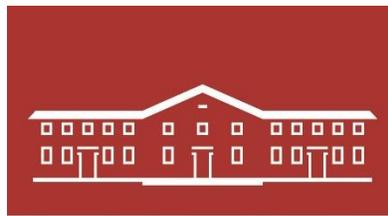
Provide a welcoming atmosphere and orientation to visitors  
Administer tours to individual visitors and groups  
Ensure that educational goals are met  
Minimum commitment of a three hour shift once a week  
Arrange for coverage and notify staff of schedule changes

### **Training:**

Participate in training workshop  
Follow at least three tours by different docents  
Give a tour to at least 4-6 visitors accompanied by trained docent or staff  
Evaluation

### **Supervision:**

Supervised by Amanda Schaffer, Assistant Programs Coordinator



## ARCH STREET MEETING HOUSE

**Job Title:** Greeter

**Job Description:**

Greeters at the Arch Street Meeting House perform a variety of functions related to guest relations. This includes greeting visitors, answering basic questions, keeping accurate attendance records, and assisting with gift shop purchases. Greeters are the first to welcome visitors into the meetinghouse and therefore must have the ability to interact effectively with visitors and staff in a friendly manner.

**Characteristics and Experience:**

Warm and welcoming personality  
Reliable, responsible, punctual  
Able to work cooperatively and accept supervision  
Retail or guest service experience preferred

**Responsibilities:**

Provide a welcoming atmosphere and orientation to visitors  
Maintain a presence at the front desk for safety and security reasons  
Minimum commitment of a three hour shift once a week  
Arrange for coverage and notify staff of schedule changes  
Greet and assists visitors in a friendly, positive, and helpful attitude  
Assist in answering visitor's questions concerning general information and event locations  
Ensure accurate attendance records are captured  
Facilitate purchases in the gift shop  
Light cleaning and restocking brochures/gift shop items  
Related duties as assigned

**Training:**

Participate in greeter training workshop

**Supervision:**

Supervised by Amanda Schaffer, Assistant Programs Coordinator