



Duke Farms

Information & Reservation Volunteer | *Visitor Services Department*

Saturday morning and afternoon shifts available late March/early April to late October/early November. Shifts also available on other days with anticipated high visitation (as determined by the Public Engagement Manager or Visitor Services Coordinator)

Daily Duties:

- Answer phone
- Take parking and accessibility shuttle reservations
- Respond to inquiries made through Duke Farms App chat function

No prior experience necessary. All training to be provided.

Qualifications:

- Friendly, approachable, 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

If you are unable to meet the physical qualifications, please contact Volunteer Coordinator Sara DiVito at sdivito@dukefarms.org.
- Comfortable communicating extensively with public
- Comfortable communicating and coordinating with other volunteers and Duke Farms staff on consistent, weekly basis