



VISITOR CENTER VOLUNTEERS

OVERVIEW:

The Algoma Area Chamber of Commerce offers volunteer opportunities at the Algoma Area Visitors Center. This volunteer role allows community members an opportunity to be the face of Algoma when greeting visitors and other residents to the area. The volunteers at the Visitors Center greet people to our communities, orient guests to the attractions and assets, provide maps and other information, and answer phone inquiries. There can be additional responsibilities, if interested in discussing those options. Our volunteers are essential to help the staff of the Algoma Area Chamber and we appreciate those willing to serve as volunteers.

DUTIES:

- Work in the Visitors Center, located at 1226 Lake Street.
- Interact with walk-in guests and phone call customers, serve as an ambassador for Algoma
- Help with displays and re-stocking of brochures as needed
- Monitor space for cleanliness
- Inform guests of programs and events

REQUIREMENTS:

- Willingness to work with the public and diverse backgrounds and ages
- Must be dependable and able to commit to a specific timeframe for volunteering
- Cash handling experience for souvenir sales
- Familiarity with Algoma, Kewaunee County and other towns, communities, and assets strongly encouraged
- Occasionally answer phones when Director is not in office
- Willingness to learn and solicit information
- Excellent customer service and good judgement
- Volunteers will represent the Algoma Visitor Center with a professional appearance

ADDITIONAL INFORMATION:

- Training will be provided on-site through an introductory meeting with both Chamber staff
- Volunteers are encouraged to provide feedback about guest comments and experiences, so we can improve the quality of experience in Algoma
- Volunteers are encouraged to work together and have fun with their friends!

SHIFTS AVAILABLE:

Many volunteers choose to work one shift per week, one shift every other week or once a month. Our summer shifts are Monday-Saturday 10am-1pm or 1-4pm, and Sunday 10am-1pm.

If you are interested, please contact Chamber Volunteer Coordinator Sharon Hedrington at 920-487-2041 or email sharon@algomachamber.org