



MAIDENHEAD HERITAGE CENTRE

incorporating *Grandma Flew Spitfires!*

Air Transport Auxiliary Exhibition and Archive

18 Park Street, Maidenhead, Berks, SL6 1SL, UK

www.maidenheadheritage.org.uk

VOLUNTEER VACANCIES.

January 2012

The centre is run by volunteers and is an independent charity.

The Heritage Centre is closed until March whilst building of our new entrance lobby takes place. We are recruiting for some new volunteers to start in March. Training sessions will be in February.

FRONT OF HOUSE STEWARDS. (*You do not need to have any historical knowledge about the town for this position but a desire to learn is essential*)

- To provide a warm and friendly welcome to our visitors
- To look after the gift shop and to deal with shop sales
- To help with general enquiries by completing to appropriate forms
- To be able to take information and contact details accurately
- To be able to use the till (training provided)

Preferable skills:

Good customer service experience in a customer-facing role

Good telephone manner

Polite and friendly nature

Desire to help where needed

Proactive attitude

We are open to the public Tuesday to Saturday 10am to 4pm

The minimum requirement at this stage is at least one 3-hour session per week.

We carry out Criminal records checks and references required.

For an application form, please contact the administrator at the above address or via the website

Email: info@maidenheadheritage.org.uk ata@maidenheadheritage.org.uk
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Grant aided by
Royal Borough of Windsor & Maidenhead

