



NAVY MUSEUMS NORTHWEST

Naval Undersea Museum & Puget Sound Navy Museum

Volunteer Job Description

Position: NUM/PSNM Foundation Shop Attendant

Supervisor: NMNW Volunteer Coordinators and NUM/PSNM Foundation Shop Manager.

Objective: Provide a welcoming and easy shopping experience for visitors.

Responsibilities:

- Conduct sales within the shop using a cash register and credit card reader
- Restock merchandise from stock room as needed
- Assess state of inventory and notify chain of command of deficiencies
- Welcome visitors to the shop and answer any questions they may have

Qualifications:

- Interest in meeting and talking with the public
- Friendly and enthusiastic
- Willing to work as a member of a team
- Willingness to commit to a specific shift
- Ability to use or willingness to learn how to use a cash register and credit card reader

Training: NMNW staff will provide general orientation and NUM/PSNM Foundation Shop Managers will provide any content specific training needed.

Requirements:

- Attend all provided training
- Pass a basic background check
- Commit to a minimum of one 3 hour shift per week for at least 6 months

The Next Step: Return a completed application by dropping it off or mailing it. The Volunteer Coordinator will contact you to discuss matching your skills and interest with museum needs. Thanks for your interest in Navy Museums Northwest. We look forward to working with you.

Mailing Addresses

Naval Undersea Museum

ATTN: John Buchinger, Vol. Coordinator
1103 Hunley Rd.
Silverdale, WA 98315
(360) 396-5547
john.buchinger@navy.mil

Puget Sound Navy Museum

ATTN: Carolyn Lane, Vol. Coordinator
251 First St.
Bremerton, WA 98337
(360) 627-2274
carolyn.lane@navy.mil