



Nevada Test Site Historical Foundation

755 East Flamingo Road • Las Vegas, NV 89119-7363

Telephone: 702-794-5151 • www.ntshf.org

NTSHF VOLUNTEER POSITION DESCRIPTIONS

MUSEUM STORE ATTENDANT: Volunteers who work in the ATM store are supervised by the Director of Volunteer Programs and the museum store manager. Store volunteers work with cash and credit transactions, monitor the store for problems, and help maintain the appearance of the store and merchandise.

TRAVELING GIFT SHOP (TGS) ASSISTANT: TGS volunteers travel to various conferences, meetings and public tours and set-up display tables, gift items and a cash register for the purpose of selling NTSHF and ATM store items to meeting and tour participants. Must be able to work with cash and credit transactions, lift up to 25 pounds and possess a valid Nevada driver's license. Must be willing to travel to the Nevada Test Site and other meeting locations.

MUSEUM GREETER: Greeters create the first impression visitors will have of the museum. Greeters are stationed at or near the front desk and welcome each individual visitor into the museum. They are also available to answer any questions visitors may have, and to ensure the visitor enjoys their entire museum experience.

TOUR GUIDE: Tour guides are responsible for assisting visitors with their hands-on exploration of the museum. Tour guides interact with the public as exhibit interpreters and guides, and assist in keeping exhibit areas neat and clean. Weekday and weekend positions available.

SECURITY GUARD: Performs routine Atomic Testing Museum security checks during the day, at night and on weekends. Performs routine checks for security and fire within the ATM facility. Patrols ATM premises to prevent vandalism and unauthorized entry. Reports trespassers to UNLV Campus police.

ATM TICKET BOOTH ATTENDANT: Handles ATM entrance fee cash and credit transactions. Provides visitors with handouts and answers visitor questions related to the ATM and Las Vegas.

COLLECTIONS ASSISTANT: Help organize collections in storage and maintain exhibits. Other duties might include light database entry and inventory tracking. Must be organized and very attentive to detail with the ability to work both independently and as part of a team. Applicants with experience working in a carpentry shop and general craft skills preferred, but the Museum will provide training.

SPECIAL EVENTS ASSISTANT: The NTSHF and ATM special events will occur throughout the calendar year. Volunteers are needed to help organize the events and to work at the events themselves. Availability of positions will vary according to projects. Weekday or weekends, depending on specific event.

ADMINISTRATIVE ASSISTANT: Provides word processing (MS Word) and database (Excel, Access, Past Perfect) support on an as-needed basis. May type letters, reports and updates. Fills in for NTSHF Assistant on an as-needed basis.

CLERICAL ASSISTANT: Performs clerical duties, as needed. Answers phones, files, photocopies, assembles mailings, packets and notebooks. Answers phones as requested and needed.