



The Urban League of Metropolitan St. Louis, Inc. **Volunteer Position Description**

Position Title: Vaughn Cultural Center Attendant

Immediate Supervisor: Director, Vaughn Cultural Center

Job Description

The Vaughn Cultural Center Attendant is responsible for providing assistance and information to visitors, answering a range of questions about art collections, special exhibitions, and other Vaughn Center specific programs, activities and events. The volunteer deals primarily with artists, poets, and visitors. Other tasks include general clerical and administrative tasks that support the Center's programs and events. The position requires a pleasant personality to use the telephone system answer general questions from the public.

Available sites include:

- 3701 Grandel Square

Time Commitment:

Requires a minimum commitment of 2 hours, 2 days per week and during Vaughn Cultural Center events.

Hours of Operation:

- Monday, Wednesday, and Friday - 8:30 am – 5:00 pm
- Events include some evenings and Saturdays

This opportunity is available to

- Adolescents
- Adults

Contact Person: For an interview contact Steve Nienkamp, Volunteer Coordinator at (314) 388-9840 ext 134.

Address: 8960 Jennings Station Road, St. Louis, MO 63108