



MISSISSIPPI STATE CAPITOL

Hospitality Attendant Volunteer

Purpose:

To provide visitors with information that will enrich their visit to the State Capitol and to Mississippi. Under the purview of the Mississippi State Capitol Visitor Services, the hospitality attendant will offer State Capitol-specific information, as well as tourism-related information that will make the visitor experience to Mississippi more enjoyable.

Responsibilities:

Greet and sign in visitors
Place a tally mark for each visitor
Provide information about the State Capitol and the surrounding area
Give a brief overview of the State Capitol
Explain the building guidelines and be available for questions

Qualifications:

Knowledge of subject matter
Ability to convey knowledge in an interesting manner
Agreeable and warm personality
Ability to relate well to people of all ages, backgrounds, and educational levels

Requirements:

Successfully complete training
Knowledge of State Capitol Visitor Services policies and procedures
Dependability

Time Commitment:

Continuous service assignment, preferably twice a month
Thirty (30) hours of volunteer service per year at the State Capitol are required to remain on the active volunteer list

Benefits:

Pride of sharing one of Mississippi's most architecturally significant buildings with the public
Continuing education
Documented volunteer service for work or school credit
All training and training-related materials provided by the State Capitol
Volunteer appreciation activities provided by the State Capitol

Reports to:

Mississippi State Capitol Curator, Visitor Services Director, Visitor Services Assistant Director