



Visitor Center Volunteer Opportunity

Overview:

The Giles County Office of Tourism Marketing & Chamber of Commerce offer a volunteer opportunity at the Giles County Visitors Center. This volunteer role allows community members an opportunity to be the face of Giles when greeting visitors and other residents to the area. The volunteers at the Visitors Center greet people to our communities, orient guests to the attractions and assets, provide maps and other information, and answer phone inquiries. There can be additional responsibilities, if interested in discussing those options. Our volunteers are essential to help the staff of both the Giles County Office of Tourism Marketing, the Giles Film Office, and the Giles County Chamber of Commerce and we appreciate those willing to serve as volunteers.

Duties:

- Work in the Visitors Center, located at 203 N Main Street, Pearisburg, VA 24134
- Interact with walk-in guests and phone call customers, serve as an ambassador for Giles County
- Help with displays and re-stocking of brochures as needed
- Monitor space for cleanliness
- Inform guests of programs and events
- Assist with special projects as they arise and dependent on volunteer's skills, expertise, and interests.
 - Such projects could include design work, content creation, event planning, product development, press tours, sales, etc
- Assist with special projects and administrative duties

Requirements:

- Willingness to work with the public and diverse backgrounds and ages
- Excel at working individually (potentially the volunteer could be alone at Visitors Center)
- Computer experience preferred, but not required
- Must be dependable and able to commit to a specific timeframe for volunteering
- Familiarity with Giles County and towns, communities, and assets strongly encouraged
- Willingness to learn and solicit information
- Excellent customer service and good judgement
- Volunteers will represent the Giles County Visitor Center with a professional appearance

Additional Information:

- Training will be provided on-site through an introductory meeting with both Chamber and Tourism staff
- Volunteers are encouraged to provide feedback about guest comments and experiences so we can improve the quality of experience in Giles County
- Volunteers can report to Cora Gnegy, Tourism Marketing Director and/or Cathy Clark, Chamber of Commerce Executive Director.
- Ready to sign up? Please see volunteer information form or contact us today to get started

Questions can be directed to Cathy Clark, Chamber of Commerce Executive Director at 540-921-5000 or Cora Gnegy, Giles County Tourism Marketing Director, 540-921-2079 or cgnegy@gilescounty.org