



# Collection Associate Volunteer Job Description

Direct Supervisor: Director of Education & Partnerships  
*Volunteers are critical to the fulfillment of the Castle's non-profit mission!*

**Description:** This volunteer will be responsible for data collection via visitor survey and interviews. Data collection will focus on visitation characteristics and inspiration, visitor knowledge, perceptions, attitudes, and behavior, and demographics. The volunteer will interact with visitors in a friendly and professional manner and record responses appropriately. Surveys will be conducted within two-hour shifts. Shift times will vary.

## Qualifications:

### Education/Experience

- The volunteer will receive training prior to beginning to conduct visitor surveys independently.

### Skills/Abilities

- The ability to listen and follow directions
- A desire to work with the public
- Attention to detail and flexibility
- Strong communication skills
- Familiarity with computers, tablets and smartphones

**Essential Duties and Responsibilities** include but are not limited to:

- Create a standard introduction to use when approaching visitors, including a) who you are, b) what you are doing, c) your purpose, d) how long the interview will take and e) asking permission to administer the interview.
- Use best-practices and scientific method to eliminate personal bias to ensure survey validity.
- Conduct data collection both indoors and outdoors via visitor surveys and interviews
- Positively represent Castle in the Clouds as a brand ambassador

**Volunteer Benefits** are awarded based on accrued hourly milestones.

## To Apply:

Interested applicants should submit an online volunteer application <https://www.castleintheclouds.org/volunteer/>  
For further information please email [volunteers@castleintheclouds.org](mailto:volunteers@castleintheclouds.org)