



James J. Hill Center Volunteer Opportunity

Organization Overview:

The James J. Hill Center, formerly the James J. Hill Reference Library, is a private, nonprofit business and entrepreneurial center located in historic downtown Saint Paul on Rice Park. Since 1921, the Hill Library has housed a world-class collection of practical business information resources with the mission of connecting entrepreneurs, business and community. In addition to our business information, we host numerous nonprofit, corporate and community events.

Volunteer Opportunity:

We are looking for enthusiastic volunteers to help in various capacities at the Hill. Our volunteers serve in a number of ways, including: front desk reception, processing sales transactions in our small store, sharing the history of the building with visitors, assisting with tours and events and help with our book collection, archives and research services. The ideal candidate is reliable, personable, detail-oriented and passionate about customer service.

Responsibilities may include:

- Shelve and dust books
- Greet and direct incoming visitors from the reception desk
- Inform visitors of our resources, programs and history
- Process sales transactions and create/maintain displays in the Hill Store
- Answer and transfer calls on a multi-line phone system
- Check voicemail and take messages
- Record visitor traffic with a user-friendly web form
- Administrative support
- Assist with mission-related events and/or tours, especially our fundraising events
- Other special mission-related projects as needed

Desired Qualifications:

- Experience and interest in working with the public
- Ability to use a multi-line phone system
- A positive attitude and welcoming presence
- Tolerance of heights and dust

Schedule/Hours:

The Hill Center is open from 8am to 4pm Monday through Thursday. We're looking for volunteers who can commit to one shift per week, with flexibility depending on the applicant's availability and coordination with our other volunteers, interns and library staff.

How to Apply:

Email your resume and a brief letter of interest to Ann Mayhew at info@jjhill.org. Please include "Attn: Ann Mayhew - Hill Volunteer" in the subject line of the email.