



Greenbrier Valley Visitors Center Volunteer Program

Thank you for your interest in volunteering at the Greenbrier Valley Visitors Center. This regional visitors center is open 7 days a week and welcomes approximately 35,000 visitors per year. Our focus is to offer an exceptional guest experience that will provide our visitors with information they need to enjoy our area, extend their stay, and return again and again. Our ultimate goal of the Greenbrier County Convention and Visitors Bureau is to increase the economic impact tourism has on our region by the increasing the number of visitors that come to our area.

We are looking for individuals to help us achieve our mission. If you have broad knowledge of our region including Greenbrier, Pocahontas, Monroe, and Summers Counties and love talking to people, you are who we're looking for. Here are some of the duties and requirements of being a volunteer at the GVVC.

- Greet visitors and motorcoaches
- Assist with directions and visitor information about the four county area
- Work a cash register and sell a limited amount of Greenbrier Valley merchandise
- Assist in the center during special events
- Work a minimum of one 8 hour or two four hours shifts per month
- Be familiar with and restock brochures on a daily basis
- Answer phones and direct calls
- Assist in preparing bulk mailings, which would include labeling and banding our Visitor Guide in preparation for mailing.
- Occasionally selling tickets to a local special event
- Occasional lifting of up to 20lbs may be necessary
- Assisting in mailing visitor information on a daily basis
- Basic computer skills and internet "surfing" abilities preferred to assist guests with maps or researching additional information

Volunteers will receive a shirt to wear while working, a nametag, and 8 hours of training. Requests for days to volunteer for the next month will be accepted on the 20th of the month, with schedules being distributed on the 29th of each month. Once scheduled to work a shift, the volunteer must be present for that shift unless prior arrangements to the contrary have been made with the Visitor Center Manager. Volunteers are expected to present themselves in a professional manner when dealing with the public, staff, or other volunteers.

Volunteer service for the GVVC is unpaid, at-will and may be terminated by either party at any time without notice or cause.

For questions or additional information, please contact Visitors Center Manager, Mary Cole Deitz, at 304-645-1000 or at info@greenbrierwv.com.

GVVC Volunteer Application Form

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Email Address: _____

Birthday: _____

Emergency Contact: _____ Phone: _____

Experience: _____

Tell us about yourself: _____

Please check your schedule preferences:

WEEKDAYS: ___ Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday

WEEKENDS: ___ Saturday ___ Sunday (12-5)

Hours: ___ Mornings (9-1) ___ Afternoons (1-5) ___ Full Day (9-5)

Would you be available to be "on call" if the need arises? _____

How many hours per month would you like to volunteer? _____

Do you have any health concerns/limitations that would prohibit you from being able to lift up to 20 pounds? _____ If so, please explain: _____

Please provide two professional references.

I have read and understand the guidelines for the GVVC Volunteer Program and do hereby submit my application. I further understand and agree that the selection and scheduling of volunteers is at the sole discretion of the management of the Greenbrier County Convention and Visitors Bureau.

Signature: _____

Date: _____