



Collierville's Historic Train Depot Visitor Center

Visitor Center Volunteer Program

The Town of Collierville is looking for individuals to help us greet residents and guests to Collierville's historic Town Square. If you have a broad knowledge of Collierville and love talking to people, we invite you to join our team! Volunteers will receive a nametag to wear while working and training.

Volunteers will serve as a representative of the Town of Collierville to residents and visiting guests. Additional duties may include:

- ~ Assisting guests with any questions and provide guidance during their visit about shopping, dining, and other tourism activities in the area
- ~ Answering incoming phone calls
- ~ Administering tourism-related surveys and questionnaires
- ~ Responding to written or phone requests for information
- ~ Assisting the center during special events on Town Square

Our mission is to provide an exceptional guest experience that will give our visitors the information they need to enjoy our area, extend their stay, and return again and again.

Location: Collierville Train Depot, 125 N Rowlett, Collierville

Time: Tuesday – Saturday, 10am-3pm

Age: 18 years old and up

For additional information, please contact:

Ashley Carver, Director of Tourism

Cell: 901-610-8803

Email: acarver@ci.collierville.tn.us



Visitor Center Volunteer Form

Name: _____

Address: _____

Home Phone#: _____ Cell Phone#: _____

Email: _____ I prefer to be contacted by: Phone Email

Preferred Shirt Size: Small Medium Large X-Large

When are you available to volunteer? (Please check all that apply):

Tuesday Wednesday Thursday Friday Saturday

Mornings (9:00am-12:00pm) Afternoons (12:00pm-4:00pm) Evenings (After 5pm)

Please list the number of hours you would like to volunteer each week: _____

Will you be able to fill in when a volunteer is absent due to illness or vacation? Y / N

Volunteer Interests (Please check all that apply):

Visitor Services Docent (Tour Guide) Administrative/Clerical Duties

School & Educational Programming Special Events

Personal Interests and Volunteer Experience (Any special skills?):

Why are you interested in volunteering at the Visitor Center?
