OREGON MUSEUM OF SCIENCE AND INDUSTRY

Position Title: Guest Services Greeter
Department: Retail
Reports To: Guest Services Assistant Manager & Staff
Unit: Guest Services

POSITION SUMMARY: Greeters welcome visitors to OMSI and provide them with friendly and helpful service as they enter the museum’s exhibit halls.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
• Greet visitors and welcome them to the museum.
• Check for admission hand stamps.
• Assist visitors in understanding the layout of the museum.
• Give clear directions and provide accurate information about events happening throughout the museum.

QUALIFICATIONS:
• Currently seeking volunteers at least 18 years of age.
• Strong customer service and communication skills.
• Outgoing personality.
• Able to speak in public and respond clearly and promptly to customer inquiries.
• Able to sit or stand in a designated area, making adjustments to positioning as needed to interact most effectively with visitors.
• Able to maintain a calm, pleasant, and cheerful demeanor in a variety of atmospheres, including busy, crowded conditions.
• Able to use sound judgment and decision-making skills to adapt quickly to changing conditions.
• Able to listen and communicate with people of diverse backgrounds and age levels.
• Must present a professional appearance.
• Dependable and punctual.
• Patient and flexible
• Self-directed and willing to take initiative.
• Willing to follow OMSI rules and procedures.

VOLUNTEER BENEFITS:
• Training and a lifelong learning experience.
• Admission for the volunteer to the museum, theater and planetarium shows, and submarine tours.
• An OMSI Family Membership upon completion of 50 hours of volunteer service
• Discounts in the OMSI Science Store and on-site restaurants.
• The opportunity to meet many new people and learn more about OMSI.

For more information, contact Volunteer Services at 503.239.7814 or VolunteerServices@omsi.edu.
Visit our website at www.omsi.edu/volunteer.