POSITION SUMMARY: Special Event Volunteers provide customer service and general support for a variety of special events at OMSI. Most special events take place on **evenings and weekends**. Volunteers in this role commit to volunteering for at least two special events per month for a minimum of nine months. Because of the changing nature of OMSI’s special events, duties may vary considerably. Flexibility and enthusiasm are a must! Volunteers will be able to enjoy OMSI’s special events from an insider's perspective!

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**
- Greet visitors and welcome them to the museum during special events.
- Take tickets and check membership cards.
- Assist visitors in understanding the layout of the museum.
- Give clear directions and provide information about activities happening throughout the museum.
- Check out wheelchairs and strollers to visitors as needed.
- Facilitate new activities and demonstrations for different age groups, ranging from arts and crafts to physics and engineering, depending on the needs of the event.
- Interact with visitors to help them explore and learn throughout the exhibit halls.
- Assist event coordinators with clerical tasks associated with events as needed.

**QUALIFICATIONS:**
- Strong communication skills (verbal and written) and customer service skills.
- Skillful in facilitating use of exhibits and translating scientific information age-appropriately.
- Able to maintain a calm, pleasant, and cheerful demeanor in a variety of atmospheres.
- Able to listen and communicate with people of diverse backgrounds and ages.
- Dependable and punctual.
- Self-directed and willing to take initiative.
- Willing to follow OMSI rules and procedures.
- Currently seeking volunteers at least 16 years of age.

**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 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