OREGON MUSEUM OF SCIENCE AND INDUSTRY

Position Title: Submarine Queuing Volunteer
Department: Retail
Reports To: Guest Services Assistant Managers and Staff
Unit: Guest Services

POSITION SUMMARY: Submarine Queuing Volunteers assist visitors and the Guest Services staff as they prepare for tours of the USS Blueback submarine.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Communicate with submarine tour guides by radio.
- Use Patron’s Edge computerized ticketing system to determine the number of tickets sold for each tour.
- Take visitors’ tickets for tours.
- Verify that visitors are at least three years old and 36 inches tall and can safely board the submarine.
- Must be available for one of the following shifts:
  Weekday shift: 11:00 a.m. – 3:00 p.m.
  Weekend shift: 9:30 a.m. – 1:30 p.m. OR 1:30 p.m. – 5:00 p.m.

QUALIFICATIONS:
- At least 18 years of age.
- Able to provide excellent customer service.
- Able to speak in public and respond to customer inquiries.
- Able to maintain a calm, pleasant, and cheerful demeanor in a variety of situations.
- Able to listen and communicate with people of diverse backgrounds and ages.
- Must present a professional appearance.
- Dependable and punctual.
- 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.