

# OREGON MUSEUM OF SCIENCE AND INDUSTRY

Position Title: Special Event Volunteer  
Reports To: Event Coordinators

Department: Various

---

**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 assist visitors in understand the layout of the museum or event space.
- Give clear directions and provide information about different activities happening throughout the museum or during the event.
- Check out wheelchairs and strollers to visitors as needed.
- Facilitate activities and demonstrations for different age groups
- Assist event coordinators with clerical tasks associated with events as needed.

## **QUALIFICATIONS:**

- Strong communication 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 18 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](http://www.omsi.edu/volunteer)