

# OREGON MUSEUM OF SCIENCE AND INDUSTRY

Position Title: Group Host  
Reports To: Groups Coordinator

Department: Guest Services

---

**POSITION SUMMARY:** Group Hosts greet groups from schools and other organizations and assist them throughout their visit to OMSI.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Accompany OMSI staff in greeting group buses and briefing groups on daily agenda.
- Assist groups during their visit to OMSI and create a nurturing environment in which groups are encouraged to explore the museum.
- Know the layout of the museum, be prepared to answer questions, and be adaptable enough to direct students to areas which may interest them.
- Interact with students and encourage them as they engage in lab and hall activities.
- Help groups with their sack lunches and monitor the lunchroom.
- Report any problems that arise during a group's visit to OMSI staff.
- Understand museum emergency procedures.
- Stay informed about museum exhibits, programs and special events.

## **QUALIFICATIONS:**

- An interest in informal science education and a desire to share your knowledge and experience.
- Familiar with OMSI, the exhibits, facilities, opportunities, rules and regulations.
- Honest, service-oriented; visitor advocate – customer service experience a plus.
- Excellent interpersonal communication skills.
- Respectful and courteous in a diverse work environment.
- Able to listen and communicate well with children, chaperones, employees, and volunteers.
- Friendly, outgoing, positive and enthusiastic attitude.
- Punctual, reliable, self-starter.
- Bi-lingual skills are helpful.
- Willing to work with and be very patient with children of all ages and backgrounds.
- Able to work in a chaotic environment and be flexible under a variety of circumstances.
- Diplomatic and decisive.
- Able to tolerate change and ambiguity.
- Willing to act as the eyes and ears of OMSI staff in order to maintain safety, rules and regulations of the museum, and know when it's time to call in others for help.
- Willing to work weekday morning shifts.
- Energetic; able to walk and stand for extended periods of time.

## **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](http://www.omsi.edu/volunteer)**