

Gulf Coast Exploreum Special Event Volunteer Job Description

The Special Event Volunteer's responsibilities will be dynamic. This person will fulfill various roles during Exploreum special events. The Special Event Volunteer should be available on short notice. This position requires availability on an as-needed basis.

Responsibilities

- Sets up and cleans up after special events
- Engages with event guests
- Answers questions about the Exploreum
- Works with Exploreum staff members to ensure event success
- Completes other tasks as needed
- Always presents a high level of professionalism when carrying out assigned duties and responsibilities

Requirements

- Must be enthusiastic, energetic and motivated
- Ability to work as a part of a team
- Flexible, adaptable and able to learn quickly
- Must have a willingness to learn new things
- Ability to interact well with diverse audiences of all ages
- Possess excellent customer service and interpersonal skills
- Leadership experience a plus
- Available on short notice