

## Gulf Coast Exploreum Volunteer Greeter Job Description

The Greeter is one of the most important volunteer positions in the science center as this person is the first and last face that guests see. This position is available only on the weekends and requires a commitment to volunteer at least 8 hours per month for 4 months.

### Responsibilities

- Distributes maps to guests upon entering
- Greets guests as they are entering and exiting the museum
- Guides guests to the box office to purchase tickets
- Ensures that the atrium area is clean
- Answers basic questions about the Exploreum
- Enforces Exploreum safety policies at all times
- Always presents a high level of professionalism when carrying out assigned duties and responsibilities

### Requirements

- Must be enthusiastic and have a positive attitude
- Ability to work as a part of a team
- 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
- Flexible, adaptable and able to learn quickly