

Admissions Greeter Requirements

Job description

The Admissions Greeter will work in the Front lobby immediately behind the admissions desk. This is a standing position. These volunteers will be directly responsible for working with the public greeting, orienting, directing and informing the museum visitor's upon their arrival. In addition, they will oversee the visitor information area by restocking needed publications/brochures and keep the wheelchairs and strollers in an orderly appearance. Volunteers will also be asked to survey the lobby area and report any spills, trash or safety issues when they occur to the admissions desk so that the appropriate department may be contacted.

Number of adult/teen volunteers needed

We would like 7 teen volunteers, for 4 hour shifts from 11am to 3pm. We would like 14 adult volunteers, two for each day to overlap admissions schedule from 9 am to 1 pm/ 1pm to 5 pm.

Time commitment

Volunteers must commit to one day per week for 4 hours, same day and time every week. Volunteers cannot miss more than 6 scheduled times/Weeks annually.

Required training

These volunteers will be trained in how to greet, orient and direct all visitors. All training will be directly related to giving direction, programming, interpretive talks, special events, our High desert Museum animals, visitor information, wheelchair usage and overall history and general information about the museum. Volunteers must complete an 8 hour admissions greeter training and may shadow another greeter with experience.

Minimum age: 14 years old