

Position Description

Position: Adler After Dark Registration Greeter
Supervisor: Assistant Educator, Public Programs
Department: Education

Objective:

Adler After Dark, a 21+ event held the third Thursday of every month, has DJs, special lectures and programs, telescope observing and educational activities. Outgoing volunteers greet and process pre-paid registrations while providing unparalleled customer service.

Responsibilities:

- Direct pre-registered attendees to appropriate check in lines.
- Follow registration procedure: check in attendees, check special IDs and hand out wristbands.
- Explain event schedule as needed.
- Direct attendees to points of interest, restrooms, coat check and special tickets.

Qualifications:

- Ability to multi-task in a fast-paced environment
- Ability to speak and read English
- Be dependable, flexible, enthusiastic and friendly
- Basic computer skills
- Be willing and comfortable approaching and directing visitors
- Be excited about Adler After Dark and museum activities
- Must be 21 or older

Training:

- Attend Adler volunteer orientation.
- Additional training will be on the job during regular shifts.

Commitment:

- Volunteer a minimum of 8 out of 12 Adler After Dark events, which take place on the third Thursday of every month.
- Make a minimum commitment of one year.
- Shifts run from 5:30-until 8/8:30, depending on visitor arrival.