Position: Greeter/General Assistance
Reports to: Volunteer Manager

**Position Summary:** Greet and welcome visitors as they arrive to the museum and provide overall assistance.

**Essential Duties and Responsibilities:**
- Greet visitors as they arrive to the museum.
- Check admission tickets.
- Answer questions and help direct visitors.
- Familiarize visitors with World of Speed layout and available services.
- Provide information about tours and other events happening in the museum.
- Assist with children’s area and children’s birthday parties.
- Monitor the museum store.
- Escort visitors to the Atomic Lounge.
- Provide overall assistance.

**Qualifications:**
- Excellent interpersonal skills.
- Ability to respond in a helpful manner to visitors’ inquiries.
- Willing and able to maintain rules and regulations.
- Friendly, service-oriented, and positive attitude.
- Ability to listen and effectively communicate with people of diverse backgrounds and age levels.
- Ability to read information on printed tickets.
- Ability to maintain a calm, pleasant and cheerful demeanor in a variety of atmospheres.
- Reliable and honest.
- Must present a professional appearance.