

Visitor Services Assistant

Job Description

The Mt. Hood Cultural Center & Museum is excited to hire a Visitor Services Assistant in Government Camp, OR. This person will greet visitors and provide information on local outdoor activities, dining, and attractions. You will work with a small team and report to the museum manager. Responsibilities include managing daily operations, assisting in the store, and handling office tasks. The ideal candidate will be professional, organized, and customer-service oriented.

Major Duties:

- Meet and greet visitors.
- Provide visitor information to tourists.
- Perform Museum Docent duties to museum visitors.
- Salesclerk duties for the museum bookstore.
- Responsible for the daily operations of the building.
- Manage the organization's mail, email, and telephone communications.
- Responsible for webpage updates, and changes.
- Perform daily janitorial and light maintenance duties.
- Participate in implementation of fundraising events.

Skills, Knowledge, and required Abilities:

- Outstanding Customer Service Skills.
- Basic computer skills including Internet, email, word processing, spreadsheets, databases, and WordPress.
- Ability to work without direct supervision on a daily basis.
- Money management skills.
- Attention to details with regard to numbers and data.
- Communication skills, both oral and written.
- Reliable transportation to and from work

Compensation and Benefits:

\$20/Hour with PTO after 90 days of employment.

Email resume to: info@mthoodmuseum.org. In the subject line, note: Visitor Services Position.