

Space Center Houston Adult Volunteer – School Visit Greeter

The mission of Space Center Houston is to inspire all generations through the wonders of space exploration. We aspire to be the leading science and space learning organization in the world. Owned and operated by the nonprofit Manned Space Flight Education Foundation, we are the Official Visitor Center of NASA Johnson Space Center. The center features more than 400 space artifacts, hands-on interactive educational exhibits, and robust youth programs interpreting the exciting future and remarkable past of America's human spaceflight program.

We are seeking adult volunteers to support the Educational Programs Department in welcoming students to Space Center Houston by providing frontline interaction immediately upon their arrival. Responsibilities and qualifications are shown below:

POSITION RESPONSIBILITIES

- Greet and interact with field trip visitors (including students, teachers, parents, and bus drivers) in a welcoming, friendly, inviting, and professional manner.
- Assist with group unloading, check in, ticket distribution, and daily schedules.
- Convey general information, educational program information, and field trip guidelines to all participants.
- Orient guests to Space Center Houston, including bus parking area, educational program locations, restrooms, and Zero-G diner or Picnic Park for lunch.
- Provide exceptional guest service when working with school groups and the general public.
- Maintain knowledge of current Space Center Houston attractions and exhibits.
- Log volunteer hours on a weekly basis.

POSITION QUALIFICATIONS

- Must be age 18 or older
- Previous customer service or experience working with students and teachers preferred
- Must present a professional appearance and a friendly manner
- Must be courteous and personable when dealing with the public and enjoy interacting with people of all ages
- Able to accept supervision
- Must have ability to work independently, willing to take initiative, and be detail-oriented
- Capable of standing and walking for extended periods of time

COMMITMENT

- At least one shift per week.
 - Normal shifts for this position will be Monday-Friday 9:00 am-11:00 am (8:00 am-11:00 am during April and May)
- One year commitment to the volunteer program.
- The School Visit Greeter position is staffed during the normal school year. A volunteer working this position may also work other positions during non-school visit periods.

Space Center Houston is an equal opportunity employer and earned 2016 Houston Chronicle Top Workplaces honors in an anonymous survey of its employees. It has a diverse and inclusive work culture with a creative, fun and collaborative environment.

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Manned Space Flight Education Foundation
Houston, Texas
June 14, 2017



To apply: We are current accepting applications for volunteers for the Fall 2017 school visit season. Access the application by clicking [here](#). Email completed application to volunteer@spacecenter.org. For more information, contact the Human Resources Department at (281) 244-2150 or visit our website at www.spacecenter.org/volunteer.

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