



1400 W Mars Hill Rd, Flagstaff, AZ 86001-4499 | USA
lowell.edu | 928.774.3358

VISITOR CENTER GREETER

RESPONSIBILITIES

Greet visitors in a professional and courteous manner; maintain a professional image with appropriate dress, conduct and language.

Help visitors understand what programming options are available, provide directions to locations and be able to provide basic descriptions of programs and Lowell history.

During down time, assist Visitor Experience Staff as necessary with maintenance of the visitor center including light cleaning, getting supplies. This position may also include other tasks as needed including helping to drive visitors to locations in a golf cart and directing people to appropriate parking locations.

Maintain accurate, up-to-date time sheets for your volunteer service.

QUALIFICATIONS

- No previous astronomy experience is necessary
- Possess good speaking and interpersonal skills
- Must enjoy interacting with visitors
- Must be interested in welcoming large, diverse groups of people with a specific interest in making their visit to Lowell Observatory as best as it can be.
- Must pass a background check

WHAT YOU WILL LEARN AS A LOWELL OBSERVATORY VOLUNTEER

You will be provided with an overview of the Observatory's history and mission (including related reading material); facility orientation; introduction to department supervisors; timekeeping procedures, scheduling and attendance, dress code

You will become familiar with all of Lowell Observatory's programming and the layout of the campus to help assist visitors.

WORKING CONDITIONS

Activities are performed mainly in the visitor center, but may also require standing outside. Winter weather is cold; appropriate dress and footwear is essential for comfort and safety.