

Visitor Center Assistant

Part-time, Seasonal (June-September)

12 hours/week (2 days/week) ; including 3 Saturdays per month

\$13 hour

Duties

- 1st Priority- Greet and visit with tourists in the Visitor Center, help them find what they need, direct them around town, give them a Harmony guide, answer their questions, etc.
- Keep Volunteer Schedule updated
- Update hallway bulletin board (business hours, days open, movie of the week, Trail News, etc)
- Keep hallway and VC brochure displays stocked
- Answer telephone and return messages
- Assist Director with HACC mailings
- Keep the Visitor Center area and displays uncluttered and tidy
- Check restrooms periodically
- Other duties as assigned by Director or Board

Assisting with Events

Visitor Center Assistant is asked to help on event days unless previously arranged with the Director. These events include, but are not limited to; Fourth of July, Back Alley Jam Concert Series, National Night Out.

Please email your cover letter, resume and references to: chamber@exploreharmony.com