



OVERVIEW: The Shenandoah Valley Discovery Museum is seeking a detailed-oriented, dynamic, and friendly individual to join our team. The part-time Visitor Services Specialist provides exceptional customer service to all guests and visitors of the Discovery Museum. The part-time VSS is responsible for greeting, engaging, assisting and accommodating a positive service experience and would be responsible for representing the Discovery Museum in a professional manner with visitors in person and over the phone, tactfully enforce the guidelines of the museum with the general public in a direct, friendly and respectful manner, maintain a clean and organized work environment, and handle financial transactions. The VSS, as part of the front-line services team, upholds the museum's exceptional customer service standards of safety, courtesy, cleanliness and efficiency. An ideal candidate will possess a true love of learning, computer experience, and excellent communication skills and an availability and willingness to work weekends and special events if needed. Current schedule is Tuesday-Thursday 9:00 am to 1:00 pm for a total of 12 hours with possible additional hours on weekends, special events and a fill in basis.

APPLICATION:

To apply for this position, please email your resume, employment application and three references to business@discoverymuseum.net. Applicant review will continue until the positions are filled. Please indicate your last name and "SVDM Visitor Services Specialist" in the subject line or mail to Business Manager, 19 West Cork Street, Winchester, VA 22601. No phone calls, please -- we will respond to those candidates whose qualifications are best aligned with the components of this job description. SVDM is an Equal Opportunity Employer