



TITLE: Visitor Services
REPORTS TO: Volunteer / Office Coordinator

SUMMARY: This volunteer will be responsible for interacting with visitors to promote the garden and answer any questions on the materials presented in the Ticket Office. The garden will be open Tuesday through Sunday from 11:30 - 5 pm.
We would like volunteers to commit to a minimum of one day each month for a shift of 11:30am - 5:00 pm.

DUTIES AND RESPONSIBILITIES:

- Give out brochures for self guided tours
- Promote and sell garden memberships
- Answer visitors' questions about the garden
- Be able to answer questions on materials in the Ticket Office including:
 - Overview of the garden
 - Garden history and future plans
- Create a positive experience for visitors

QUALIFICATIONS:

- High level of integrity and responsibility
- Some customer service experience preferred
- An interest in Chinese culture, language and/or horticulture
- Strong verbal and personal skills

TO APPLY: Please visit our website at www.seattlechinesegarden.org and click on the volunteering link to fill out the on-line form. Please email info@seattlechinesegarden.org with any questions.

Location and office hours: The office is located at the north side of South Seattle College. The office is open from 1 to 5 pm Tuesday through Friday.

The Seattle Chinese Garden Society is an equal opportunity employer and is committed to the belief that each individual is entitled to equal employment opportunity.