



Visitors Center Ambassador Job Description

Travel Salem is seeking volunteers with knowledge of and interest in the city of Salem—including Marion and Polk counties. Knowledge of the region’s points of interest, as well as the ability to give accurate driving and walking directions is important. Knowledge of region’s events is helpful. Excellent hospitality/customer service skills are a must. Computer skills are important, along with internet search (Google) knowledge. The Visitors Center Ambassador will assist visitors in the Travel Salem Visitors Center and be the welcoming “face” of Salem and the Mid-Willamette Valley Region.

Other skills and experience needed include:

- Creative thinking and problem solving
- Clear and concise verbal and written communication
- Phone skills
- Ability to use a cash register

This position is to assist the full time Guest Services Coordinator, Melissa, as necessary. The Visitors Center Ambassador will step in to help run the front desk and Visitors Center during busy times or while Melissa is out of the office. Schedule can vary from a couple of hours a day to full days, or as the volunteer is available. Ideally, the volunteer would have a flexible schedule.

Job Type: Part time

Please respond to Melissa McGill: mmcgill@travelsalem.com or in person at 388 State Street Suite 100 in downtown Salem.