

Weekend Visitor Center Host Job Description

Responsible for overseeing the Travel Salem Travel Cafe Visitors Center on Saturdays and assisting all visitors.

Reports to Irene Bernards, Marketing & PR Director

Travel Café Visitor Center

1. Serve as the primary host to visitors at the center on Saturday and as needed.
2. Make all efforts to help with visitor related questions.
3. Sell Absolutely Tix tickets
4. Give wine tastings as needed
5. Rent GPS units
6. Ensure that the brochure racks are stocked at all times
7. Promote products and services to Salem visitors.
8. Ensure the Travel Café Visitors Center is clean (vacuum, dust, wipe down coffee area, etc.)

Hospitality

1. Provide impeccable hospitality to all Salem visitors .
2. Take an active role in improving and extending the visitors stay in Salem.

Clerical

1. Input Maximizer database changes
2. Input website notes into Maximizer database
3. Call members regarding benefits (mostly leave messages)
4. Answer Travel Café phones and administrative phones

Miscellaneous

1. Other duties as assigned by supervisor.

Compensation

1. Hourly (6 hours per Saturday)