



RECEPTION WELCOME PERSON

Join our friendly team at the Observatory and play a key role in creating a warm and inviting experience for all our visitors. As a Welcomer, you'll be the first point of contact, ensuring everyone feels greeted and informed about our exciting offerings.

Commitment:

- ☾+ 10:00 am – 4:30 pm
- ☾+ Maintain a regular weekly shift.

Key Responsibilities:

- ☾+ Greet all visitors with a friendly smile and welcoming demeanour.
- ☾+ Distribute brochures, maps, and information about tours and bookings.
- ☾+ Answer visitor questions and assist with booking inquiries.
- ☾+ Handle phone calls, take messages, and direct calls appropriately.
- ☾+ Assist with sales in the Astro Shop, including operating the till.
- ☾+ Accept deliveries.

Additional Opportunities (Based on Your Skills and Interests):

- ☾+ Manage online bookings: update, cancel, or add reservations.
- ☾+ Check and follow up on answering machine messages.
- ☾+ Assist with office tasks such as printing, packaging, and photocopying.
- ☾+ Collect and distribute mail.
- ☾+ Keep the Astro Shop tidy and restock as needed.
- ☾+ Help maintain a tidy kitchen area.
- ☾+ In winter, stock the tea trolley and fill the urn for our Winter Night Tours.

Requirements:

- ☾+ Working With Children's Check
- ☾+ Drivers Licence – there is no public transport to the Observatory

Why Volunteer with Us?

- ☾+ Be part of a passionate team dedicated to sharing the wonders of the universe.
- ☾+ Gain valuable experience in customer service and tour guiding.
- ☾+ Enjoy a supportive and inclusive environment.
- ☾+ Make a positive impact on our visitors' experiences.

We look forward to welcoming you to our team and sharing our love for the cosmos!





TILL OPERATOR

Join our enthusiastic team at Astro Shop and be an integral part of our Night Sky Tours and other exciting events. This position is perfect for those who enjoy interacting with people and want to be part of an engaging and educational experience for visitors.

Commitment:

- ☾ Shifts as a Till Operator will coincide with our scheduled events, offering flexibility to suit your availability.

Responsibilities:

- ☾ Warm Welcome: Greet visitors.
- ☾ Till Operations: Efficiently operate the till, handling transactions.
- ☾ Restock Supplies: Restock the drinks fridge and other items as needed, ensuring our visitors have access to refreshments.

Requirements:

- ☾ Working With Children's Check
- ☾ Drivers Licence – there is no public transport to the Observatory

By joining us as a Till Operator, you will not only support our events but also contribute to a memorable experience for our visitors. Your dedication and friendly presence will make a significant impact on the success of our programs.

