

Foundation Associate (Part-Time)
The Army Historical Foundation

Pay Rate: \$12.00

ABOUT THE POSITION

This position is responsible for assisting visitors by providing information about products, services, attractions and exhibits, processing sales on a POS cash register and/or operating a ticketing system and assisting in the movement of visitors throughout the Army Action Center (AAC).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Accurately operates a computerized ticketing system.
- Open simulator and prepare site at the beginning of day
- Complete daily preventative maintenance checklist
- Efficiently directs visitors at the ticket sales line, entrance lobby, exit areas, stairs, elevators to the AAC to ensure the moving of maximum numbers of visitors throughout the AAC
- Distributes and collects assistive devices. Ensures devices are sanitized in a timely manner
- Provides assistance to visitors with special needs, including wheelchair rolling, stroller parking and retrieval and other assistance as assigned.
- Assists in the orderly and safe evacuation of the AAC in an emergency.
- Clean all required pieces in the AAC.
- Provide visitors all information they need to know about riding the different simulators to ensure they have a fun safe experience.
- Complete all daily shut down and closing procedures
- Other duties may include; procedures for troubleshooting simulator, weekly maintenance checklist, assist with minor repairs to simulator or other duties as assigned.

EDUCATION and/or EXPERIENCE

17 years or older; six months to one year related experience and /or training; or equivalent combination of education and experience.

MATHEMATICAL SKILLS

Knowledge of arithmetic and the ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must frequently lift and/or move up to 25 pounds and be capable of standing for long periods of time. Specific vision abilities required by this job include close vision, and ability to adjust focus.

ADDITIONAL APPLICATION INSTRUCTIONS

To apply, send a resume to adminservices@armyhistory.org. Include the job title in the subject of the email.

