

# Queens Botanical Garden Visitor Services Center Volunteer

## Mission

*Queens Botanical Garden is an urban oasis where people, plants and cultures are celebrated through inspiring gardens, innovative educational programs and demonstrations of environmental stewardship.*

The Queens Botanical Garden (QBG) is a private non-profit cultural institution located on 39 acres of New York City public land within the densely-populated community of Flushing, New York. A visitor survey reveals that 75% of visitors speak a language other than English at home. This astounding fact underscores the importance of the mission and the challenges and opportunities QBG faces daily in creating programs, exhibits and landscapes that serve the needs of people in one of the most ethnically diverse counties in the nation and within a community that is also a beacon to people from around the world. The Garden has committed itself to addressing the complex and ever changing needs of its diverse community and to being *the place where people, plants and cultures meet.*

The Visitor Service Center volunteer responsibilities are as follows:

- Greet and assist all people that visit or phone the QBG Visitor & Administration Center.
- Help answer visitor's questions, providing directions and explaining programs in a courteous and effective manner; this may include making appropriate referrals to staff members.
- Help maintain the QBG store, ensuring that the store is tidy, the merchandise is properly displayed and that customers receive the attention and assistance they need.
- Will operate cash register.
- Basic clerical and computer skills are required.
- Flexible morning or afternoon hours to suit volunteer's schedules.

## Seeking committed, long term volunteer.

To apply, please contact Hannah Libraty (718) 886-3800, ext.216 or email: [hlibraty@queensbotanical.org](mailto:hlibraty@queensbotanical.org). You may also obtain an application form at the reception desk in our Visitor & Administration Building.