



Job Description

Job Title: Visitor Assistant
Department: Albany International Airport – Information Center
Reports To: Director of Operations
Hours: 2 Saturdays per month 1-7pm + support hours

General Job Description

The Visitor Assistant is vital to the mission of Discover Albany, servicing guests of the Albany International Airport.

Areas of Responsibility

- Serve as primary phone and paging outlet for the airport.
- Respond to airport and tourist related inquiries
- Serve as ticket agent for airport bus service
- Keep collateral material well stocked and attractively displayed
- Accurately complete daily activity reports
- Keep apprised of community events to better inform travelers
- Maintain a neat and efficient work area
- Adhere to Information Center policies and procedures
- Adhere to Albany International Airport policies

Hourly Rate: \$13.10 per hour
Parking: Provided by employer

Forward resume and letter of interest to:

Kathy Quandt
Director of Operations
Discover Albany
25 Quackenbush Square, Albany, NY 12207
kquandt@albany.org

About Discover Albany: The Albany County Convention & Visitors Bureau, Inc. was established in 1976 to promote the civic and commercial progress of the community through increased development of conventions and tourism. Today, the organization is known as Discover Albany. Discover Albany currently represents more than 300 member businesses and assists each year in hundreds of regional meetings. Discover Albany also operates the Discover Albany Visitors Center, Henry Hudson Planetarium, and the Albany International Airport Information Center. For more information, call 518-434-1217 or 800-258-3582 or visit www.albany.org.