

JOB TITLE: NATURE EDUCATION CENTER RECEPTION DESK (18 YEARS OR OLDER)

DESCRIPTION OF WORK: This position involves greeting Nature Education Center (NEC) visitors, providing information about the NEC and other parks, answering questions, answering the phone, and making sales in the gift shop. Training will be provided.

The greatest need will be:

- Sundays (1:30 PM – 5 PM)
- Saturdays 1 PM to 5 PM.
- Tuesday (12 PM to 4:30 PM)
- Wednesday (12 PM to 4:30 PM)

JOB RESPONSIBILITIES:

1. Greet visitors, help them feel welcomed, answer questions
2. Answer phone calls
3. Perform cash register transactions for gift shop items
4. Assist NEC staff with office projects
5. Attend training session

SKILLS/EXPERIENCE NEEDED:

1. Ability to greet people and make them feel welcome
2. Interest and some knowledge in nature and the out-of-doors
3. Some knowledge of Ottawa County Parks through personal experience preferred.
4. Ability to communicate effectively in person and on the phone
5. Basic computer skills
6. Some sales, point of sale, or cash register experience preferred

TIME COMMITMENT: As long as you can