



Alaska
Botanical
Garden

Position	2024 Seasonal Guest Services
Terms	Summer term, part-time up to 30 hours/week (May 1 st – September 14 th , 2024) Summer/Fall term, part-time up to 30 hours/week (May 1 st – October 26 th , 2024)
Closing Date	Open Until Filled
Start Date	May 1 st (approx.)
Rate	\$16.50 hourly

Job Description

The Alaska Botanical Garden is looking to hire an outgoing, cheerful, and reliable individual to join our staff this summer season. This position is responsible for greeting guests, assisting guests with memberships, taking admission fees and retail sales as well as providing details about programs, special events, and general Garden information. Guest Services staff will be working with cash daily. In addition, this position will occasionally support special events. Event support can include but is not limited to setting up tables, chairs, and tents. This position may work with volunteers as well.

In the summer, Alaska Botanical Garden is open 7 days a week, with hours ranging from 10:00am-7:00pm May 12th through September 14th. The Garden's hours will be reduced slightly for our shoulder season after September 14th. This position will require evening and weekend shifts.

Required Duties & Responsibilities

- Greet visitors and handle entry fees while orienting visitors regarding Garden policies and features
- Accurately handle cash and credit card transactions with Square (point of sale system)
- Ability to multitask in a fast-paced environment
- Works indoors and outdoors in a variety of weather conditions
- Ability to lift and cart 50 pounds
- Assist with setup and removal of tents, chairs, and other items associated with Garden events
- Interact with guests, volunteers, and donors with the highest level of respect and professionalism

Required Qualifications

- At least one year/season of experience providing customer service in a public setting
- Experience handling cash and credit card transactions
- Awareness of safety issues related to wildlife encounters, specifically bear and moose
- Must be willing to work a flexible schedule depending on Garden events
- Must be at least 18 years of age at the time of hire

Preferred Qualifications

- CPR and First Aid Certification
- Interest and knowledge of Alaska's natural areas and gardens

To apply, email resume and cover letter in PDF format to garden@alaskabg.org

Title Email Subject: 2024 Seasonal Guest Services Position

The Alaska Botanical Garden is an equal opportunity employer. Appointment to this position is conditional upon a satisfactory background check.