



Alaska
Botanical
Garden

Position Shuttle Driver and Facilities Assistant
Status Seasonal, part-time (May – September)
(may be extended based on availability and funding)
Closing Date May 12, 2019 @ 5:00 PM
Start Date June 4, 2019
Rate \$18.00/Non-exempt, hourly

Job Description

The Alaska Botanical Garden is a non-profit living museum. The Garden is looking to hire an outgoing, cheerful, handy and reliable individual to join our staff this summer season. This position is responsible for operating and maintaining a new shuttle vehicle (hybrid minivan). The shuttle will be a free service to help get visitors from downtown to our facility in East Anchorage. The individual will also be responsible for keeping the vehicle clean. Depending on the individual's interest, availability, and skill, they will assist with facilities maintenance and special projects such as basic construction, woodworking, event support, etc. The shuttle service will end in September at which time the Garden will begin installation of our Holiday Lights event. This will involve setting up lights and displays throughout the garden. ABG holds other annual events throughout the year and staff is involved in variety of ways to ensure each event is successful.

Required Duties & Responsibilities

- Greets visitors at downtown visitor center transports them to ABG. Returns Garden visitors to downtown.
- Maintains shuttle cleanliness inside and out
- Light construction, painting, woodworking, facilities maintenance, small engine mechanics
- Works indoors and outdoors in a variety of weather conditions
- Ability to lift 50 pounds
- Works directly with individuals and volunteers
- Assists with setup and removal of tents, chairs, and other items associated with garden events
- Interacts with visitors, volunteers and donors with the highest level of respect and professionalism
- Must be willing to work a flexible schedule depending on garden events

Required Education and Experience

- Clean driving record
- At least one year/season of experience providing customer service in a public setting
- Familiarity with general construction practices
- Must be at least 18 years of age at the time of hire
- Must be able to pass a medical screening
- Must possess a valid State of Alaska Driver's License by the time of hire

Preferred Qualifications

- CPR Certification
- Experience with vehicle maintenance and small engine mechanics

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

Include Garden Job in the subject.

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