



Alaska
Botanical
Garden

Position	Visitor Services Seasonal Staff
Status	Seasonal, part-time up to 40 hrs/week (May – September)
Closing Date	April 15, 2019 @ 5:00 PM
Start Date	May 6, 2019 (approx.)
Rate	\$14.00 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 visitors, taking admission fees and retail sales memberships, providing information on programs, special events and general garden information. Visitor Services staff will be working with cash on a daily basis. In addition, this position may support events. This can include but is not limited to setting up tables, chairs, and tents. This position may work with volunteers as well.

The Alaska Botanical Garden is open 7 days a week 9am to 7pm May 13th to September 15th and this position will require some evening and weekend shifts.

Required Duties & Responsibilities

- Greet visitors and handles entry fees while orienting visitors regarding garden safety and facilities
- Accurately handles cash and credit card transactions with Square (current 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 50 pounds
- 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

- At least one year/season of experience providing customer service in a public setting
- Experience handling cash and credit card transactions
- Basic knowledge of gardening in Alaska or a similar climate
- Awareness of safety issues related to wildlife encounters, specifically bear and moose
- Must be at least 18 years of age at the time of hire.

Preferred Qualifications

- Familiarity with Microsoft office, point of sale, and other office systems
- CPR Certification

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.