



Teatown Lake Reservation Weekend Visitor Services Ambassador

Teatown is seeking an outgoing, friendly, and professional candidate with excellent attention to detail and a true desire to assist visitors. The Visitor Services Ambassador serves the vital role of welcoming guests from all walks of life to Teatown and connecting them to our distinctive organization.

Job type and schedule

- Part-time
- 8-hour shift
- Day shift
- Alternating weekends
- \$17.00 - \$19.00 per hour

Job description

Schedule:

16 hours on alternating weekends. The days of work are Saturday and Sunday, 9AM-5PM, with the possibility of substituting for weekday staff.

Primary duties:

- Primary responsibilities include opening and closing of Nature Center, greeting visitors, answering phones, fielding questions, overseeing the Gift Shop, onsite programs, parties, and events.
- Provide welcoming and professional service to all visitors.
- Assist in communicating Teatown policies, programs, and events to members and visitors.
- Promote membership to visitors.
- The Gift Shop: Accurately follow sales register and cash-handling procedures.
- Maintain the Gift Shop and Nature Center presentation and cleanliness standards.

Teatown's mission is to inspire our community to lifelong environmental stewardship

- Work as part of a team, including being able to take the initiative independently of direct supervision.
- Multitask with one or more projects.

Qualifications:

- Excellent communication and customer service skills
- Comfortable working with people
- A friendly, outgoing personality.
- Strong organizational skills with the ability to prioritize
- Ability to follow direction from supervisors
- Strong attention to detail and administrative skills
- Ability to troubleshoot customer service issues in a calm and friendly manner
- Basic computer skills, including Microsoft Office, Excel, Outlook
- Ability to learn

Education: High school or equivalent

Experience: Customer Service: 1 year (preferred)

Interest in Teatown's mission.

To apply: Send cover letter and résumé to [Diane DiVernieri](#). Please, no phone calls.

Teatown is an equal opportunity employer. We are committed to a diverse and inclusive environment for all employees.