

Preservation Parks of Delaware County

Job Title:	Weekend Visitor Center Assistant
Hours:	11:15a – 5:15p, Saturdays and Sundays
Location:	Deer Haven Park Visitor Center
Pay:	\$16.00 / Hour

This position is an excellent opportunity for a candidate with exceptional guest service skills and an interest in interpretation or environmental education.

The Deer Haven Park Visitor Center hosts exhibits and programs on the natural history of Delaware County as well as providing visitors with an up-close look at live Ohio reptiles and amphibians.

Responsibilities:

- Open and securely close the Visitor Center.
- Greet visitors and provide excellent customer service.
- Collaborate with a team on Visitor Center operations including exhibit care, ambassador animal care including insects, reptiles, amphibians, and birds of prey, and light housekeeping.
- Solely responsible for feeding and cleaning reptile and amphibian enclosures on weekends, ensuring optimal health and welfare standards.
- Assist staff with program preparation and facilitation and help develop and post temporary displays in the visitor center.
- Maintain bird feeder station, including cleaning, refilling, and maintenance.
- Restock brochures in indoor and outdoor holders.
- Responsible for facilitating pick up and drop off of Borrow Bins, including prepping bins for pick up and cleaning and inventory of returned bins.
- Perform a variety of routine clerical duties including answering phones and taking/routing messages.

Minimum Requirements:

- Excellent guest service, communication, and interpersonal skills.
- Prefer basic understanding of interpretation, environmental education, dendrology, botany, ecology, geology, entomology, ornithology, or other fields related to parks and natural resources.
- Ability to use computer and familiarity with Microsoft Office Suite.
- First aid and CPR certified or ability to become certified.

Contact:

Tony Benishek

careers@preservationparks.com

