



Visitor Center Attendant

Job Posting

REPORTS TO: Outdoor Connections Manager	WORK SCHEDULE: 11:30am-5:30pm, Sat & Sun	Pay: \$16.50/hour
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POSITION SUMMARY

Works in a dynamic team environment to create positive memorable experiences for visitors to the Deer Haven Park Visitor Center.

ORGANIZATIONAL CULTURE & WORK ENVIRONMENT

The staff at Preservation Parks share a passion for our mission to protect and conserve the natural and historic resources of Delaware County and to inspire outdoor learning and exploration. We are committed to upholding the Park District's core values of integrity, teamwork, creativity, and stewardship. We foster an inclusive environment where every voice is heard, and employees are encouraged to openly share their perspectives.

PRIMARY RESPONSIBILITIES

- Opens and securely closes 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.
- Assist staff with program preparation and help develop and post temporary displays in the Visitor Center.
- Performs a variety of routine clerical duties including answering phones and taking/routing messages.
- Wears uniform and maintains a professional appearance.
- Performs other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent customer service, communication, and interpersonal skills.
- Interested and enthusiastic about nature and the parks. A basic understanding of Ohio plants, animals, habitats, geology, or other fields related to parks and natural resources is a plus.
- Ability to use standard office equipment, computers, and Microsoft Office suite.
- Possess trust, integrity, high ethical standards, and the ability to prevent, reduce and resolve conflict.
- Ability to develop and maintain positive working relationships with employees, the public and volunteers.
- Ability to obtain and maintain basic first aid and CPR certification.
- Ability to work weekends.

MINIMUM QUALIFICATIONS

- No post-high school degree required but Associate degree is preferred.
- 1-3 years guest service experience.
- Valid driver's license.

WHY JOIN US?

- Gain practical experience in a supportive and educational environment
- Contribute to the preservation and enhancement of Delaware County's natural and historical treasures
- Participate in the Ohio Public Employees Retirement System

HOW TO APPLY: Interested candidates should contact Tony Benishek at careers@preservationparks.com