



# Visitor Center Attendant

## Job Posting

<b>LOCATION:</b> Deer Haven Park Visitor Center	<b>WORK SCHEDULE:</b> 9:30am-4:30pm, Sat & Sun	<b>Pay:</b> \$16.00/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.
- Care for ambassador animals (different reptiles, amphibians, insects, and birds of prey) on Saturday and Sunday. Duties include, but not limited to, observation and reporting, cleaning enclosures, and feeding.
- Assist staff with program preparation and help develop and post temporary displays in the Visitor Center.
- Perform light housekeeping and cleaning.
- Perform a variety of routine clerical duties including answering phones and taking/routing messages.
- Wear a uniform and maintain a professional appearance.
- Perform other duties as required.

### MINIMUM QUALIFICATIONS

- 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 a computer and familiarity with Microsoft Office Suite.
- First aid and CPR certified or ability to become certified.

### 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](mailto:careers@preservationparks.com)