

**Sugarloaf Cove
Nature Center
SUMMER POSITION
JOB DESCRIPTION**

Title: **Site Host**
Supervisor: Naturalist

Summary of Position: The Site Host serves as our first point of contact with the public through greeting visitors, promoting memberships, collecting program fees, selling merchandise, and answering questions knowledgeably about Sugarloaf Cove.

Dates: This is a seasonal, hourly, part-time position. Workdays are Mondays and Tuesdays, 10-5 and Wednesdays, 10-1. June 12 – September 6, 2017

Pay rate: \$10/hour

Duties:

- Pleasantly and promptly, greet visitors
- Provide quality customer service to everyone at Sugarloaf Cove Nature Center.
- Know the current programs, physical attributes and general background about the Nature Center in order to answer questions, give directions and as appropriate, offer suggestions to the visitor to ensure a positive and fulfilling experience
- Collect program fees and gift shop sale funds efficiently, promptly, and with courtesy
- Inform guests about advantages of membership and provide applications as appropriate
- Work closely with Naturalist as a team member
- Other duties as needed, including light cleaning.

Necessary Skills:

- Experience with greeting the public and customer service experience
- Must enjoy working with a diverse group of people, including volunteers and staff
- Must be outgoing, able to maintain a sense of humor and interested in helping people
- Commitment to Sugarloaf: The North Shore Stewardship Association's mission
- Self-starter and self-directed within established job parameters
- Must have some math and money experience
- Basic computer proficiency
- Maintain clean, professional image
- Must be at least 20 years of age
- Willing and able to maintain highest standards of ethics, performance and customer service with regard to all aspects of Sugarloaf: The North Shore Stewardship Association.

How to apply: email or mail a letter and resume to:

Molly Thompson
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