

## **Anita Purves Nature Center**

### **Part-time Customer Service & Animal Care Staff**



**Number of Positions:** 1

**Pay Rate:** \$15.25/hr.

**Hours:** Applicant must be able to work at least one weekday shift and at least one Saturday shift each month. Additional daytime and evening hours may be offered occasionally. 5-20 hours per week depending on availability.

#### **Customer Service shifts:**

- Mon-Fri (fall/winter): 7:45am-12pm or 12pm-5:15pm (1-2 per week)
- Sat: 8:45am-4:15pm (1-3 per month)

#### **Animal Care shifts:**

- Mon-Fri (fall/winter): 7:45am-9:45am (1-2 per week)
- Sat and/or Sun: 9-11am (1-3 per month)

**General Responsibilities** include but not limited to:

1. Welcoming visitors and giving verbal orientations to small groups
2. Answering multi-line phones and transferring calls
3. Performing clerical duties and computer work such as data entry, filing, and taking program and rental requests
4. Conducting sales and financial transactions
5. Light janitorial duties
6. Room set-ups and break-downs of tables, chairs, and equipment
7. Feeding, handling and cleaning enclosures for resident snakes, turtles and owls
8. Filling bird feeders in outdoor habitat gardens

#### **Physical Effort & Work Environment:**

- Must be able walk, stand, kneel and sit as needed for extended periods of time
- Must be able to enter and exit owl enclosures
- Must be able to speak loudly to groups
- Must have the ability to work outdoors for short periods under various weather conditions
- Must be able to physically respond quickly in an emergency
- May be required to lift and move up to 40 pounds

#### **Qualifications:**

- Customer service experience
- Clerical/reception experience
- Retail experience
- High school diploma or G.E.D.
- Animal care experience
- Computer experience
- Year-round availability

#### **Ideal:**

- Detail oriented, flexible and resourceful
- Multitask ability
- Excellent communication skills
- Critical thinking skills
- Flexible schedule