



**Lake Erie Nature & Science Center**  
Live Wildlife Exhibits & Rehabilitation • Educational Programs • Planetarium

## **Guest Services Team Member (Weekend)**

### **POSITION SUMMARY**

Lake Erie Nature & Science Center is seeking a Guest Services Team Member to work Weekend-only shifts. Responsibilities include:

- Welcome, orient and interact professionally with visitors and callers to Lake Erie Nature & Science Center
- Have general knowledge of the Center's history, mission, exhibits and programs and be able to promote the Center and all of its opportunities to guests and visitors
- Receive the public with injured animals into the Wildlife Rehabilitation Program
- Serve as a "check-in" point for all visiting groups, as well as collecting and processing fees for all paid visiting groups
- Direct incoming calls and disperse mail to appropriate staff members
- Support Community Relations & Development, Wildlife and Education Departments, coordinate information and communication
- Record and track Center statistics; Update daily Center statistics
- Duties as assigned by Guest Services Team Leader

### **HOURS**

You will be asked to work a part-time schedule which will require a commitment of between 4 and 16 hours per week, between the hours of 8 am and 6 pm every Saturday and Sunday,

### **QUALIFICATIONS**

The successful applicant will be a motivated, responsible self-starter, able to work as part of a team. You will exhibit enthusiasm, poise, flexibility, a good sense of humor, and a positive attitude. You will possess excellent verbal, interpersonal and written communication skills, as well as the ability to organize and prioritize multiple assignments and activities. An interest in nature and wildlife is preferred along with a commitment to consistently present a positive image for the Lake Erie Nature & Science Center and for the non-formal education profession.

The preferred candidate will have experience in the sales and customer service fields, as well as computer literacy and proficiency with MS Office & Excel.

### **APPLICATION**

Submit resume with cover letter. Email preferred with the subject line, "Guest Services Application." Contact: Frank Colosimo, Guest Services Team Leader at [frankc@lensc.org](mailto:frankc@lensc.org)

***Our Mission: The non-profit Lake Erie Nature & Science Center educates and inspires each of us to understand, appreciate and take responsibility for our natural universe.***

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