

Seven Ponds Nature Center Job Description – Receptionist (seasonal)

The Weekday Receptionist is an important part of the operation of Seven Ponds Nature Center. This person helps create a positive first impression for weekday visitors and callers to the nature center and gets people off to a good start as they begin their nature center experience. At the same time, the Weekday Receptionist helps ensure quality work time for other Seven Ponds Nature Center staff members by handling routine inquiries and referring callers and visitors to other members of the staff when needed. The Weekday Receptionist also helps manage the bookstore/gift shop on a daily basis. The Weekday Receptionist must be someone who is personable and enjoys working with and talking to people. This person reports to the Executive Director of the nature center and operates within guidelines established by the Board of Directors, Executive Director, and board committees. The Weekday Receptionist works as a team with other nature center staff and volunteers and must present a good image through both action and appearance.

The Weekday Receptionist is a seasonal position, April through October, with starting and ending dates determined by the Executive Director. The work days are Tuesday through Friday, 8:30 a.m. – 5:00 p.m. The Weekday Receptionist may also work some weekend days, if available. The duties include, but are not limited to the following:

- Greet visitors, providing trail maps and brochures and collecting admission, membership, and program fees.
- Provide information about Seven Ponds to visitors, including the nature center's purpose, seasonal activities, attractions, and membership benefits.
- Answer the telephone, providing information directly, or passing the caller on to an appropriate Seven Ponds staff member.
- Make bookstore/gift shop sales, following all established nature center procedures.
- Assist with a variety of other day-to-day gift shop duties, including ordering merchandise, receiving deliveries, recording incoming merchandise, pricing, and stocking.
- Record information on individual and group use of the nature center on weekdays.
- Assist with set-up, operation, and clean-up for activities which occur on weekdays, and generally help other staff members with their duties when possible.
- Perform maintenance duties as needed, including vacuuming, restroom maintenance, kitchen clean-up, and other light housekeeping duties.

All of the above duties are subject to change or modification at the discretion of the nature center. As a staff member of Seven Ponds Nature Center, the Weekday Receptionist shall perform all duties in such a manner as to bring credit to the nature center.

NOTE: a standard background check will be required prior to employment with the nature center.