



Effie Yeaw Nature Center

2850 San Lorenzo Way ♦ Carmichael, CA 95608 ♦ www.SacNatureCenter.net ♦ (916) 489-4918

American River Natural History Association/Effie Yeaw Nature Center Job Descriptions for the Operation of the Effie Yeaw Nature Center Weekend Receptionist

Summary

Under supervision of the Office Manager this position works any weekend shift and serves as the Weekend lead for the front desk/customer service component of the Nature Center. They will be responsible for answering questions from the public and telephone callers or referring those questions to the appropriate staff person or voice mail and operating the cash register and taking orders in the small gift shop; giving trail directions; selling County Park passes, handling emergencies; etc. This position is also responsible for the safe and efficient opening and closing of the facility.

Ability to:

- Speak effectively and clearly
- Present with a professional and friendly appearance and demeanor
- Meet and deal with the public in a pleasant and effective manner
- Work with volunteers and other staff in a pleasant and effective manner
- Prepare accurate reports
- Explain policies, laws, rules and regulations

Physical Requirement: Must be able to sit at reception desk for up to eight hours per day (with two 15 minutes breaks and one half-hour lunch break)); stand to clean and straighten stores merchandise and shelves; assist with visitor safety in case evacuation of preserve is needed; help with opening and closing operations of the EYNC buildings.

All Positions will meet these special requirements: Possession of a valid first-aid and CPR Certificate within six months of appointment.

Working Conditions: This position requires working weekends, holidays and occasional evenings, sometimes in outdoor settings with adverse weather conditions (heat, cold, wild, rain) etc.

Skills and Knowledge:

- A love for the environment and the ability to share that passion and knowledge with the public.
- Training, work experience or education in a science-related field is helpful, but not required.
- Patience and tact are a must. Groups of children on a field trip can be challenging to manage/lead.
- Ability to be flexible, level-headed and to make on-the-spot adjustments to a program or schedule.
- The staff at the Nature Center work together daily, juggling various programs and tasks and supporting one another.

Compensation:

- This position starts at \$14.00 per hour.

Interested candidates should send cover letter and resume to kenta@sacnaturecenter.net . Application materials are reviewed on a rolling basis.

