



Visitor Services Ambassador

Teatown is seeking outgoing, friendly, and professional candidate with excellent attention to detail and a true desire to assist visitors. The Visitor Services Ambassador serves the vital role of welcoming guests from all walks of life to Teatown and connecting them to our distinctive organization.

Schedule: 16 hours. The days of work are Saturday and Sunday 9AM-5PM, with the possibility of substituting for weekdays staff.

Primary duties:

Primary responsibilities include opening and closing of Nature Center, greeting visitors, answering phones, fielding questions, overseeing the Gift Shop, onsite programs, parties, and events.

Provide welcoming and professional service to all visitors.

Assist in communicating Teatown policies, programs, and events to members and visitors.

Promote membership to visitors.

The Gift Shop: Accurately follow sales register and cash-handling procedures.

Maintain the Gift Shop and Nature Center presentation and cleanliness standards.

Work as part of a team, including being able to take the initiative independently of direct supervision.

Multitask with one or more projects.

Qualifications:

Excellent communication and customer service skills

Comfort working with people, and friendly, outgoing personality.

Strong organizational skills with the ability to prioritize required

Ability to follow direction from supervisors

Strong attention to detail and administrative skills

Ability to troubleshoot customer service and technological issues

Proficient computer skills, including Microsoft Office, Excel, Outlook.

Ability to learn. Bi-lingual, Spanish - speaking preferred.



1600 Spring Valley Rd
Ossining, NY 10562

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F (914) 762-2890

teatown.org
info@teatown.org

Wages:

The rate of pay for this part-time position is \$16.00 per hour.

Job Type: Part-time

Pay: \$16.00 per hour

Schedule: Weekends

Education: High school or equivalent

Experience:

Customer Service: 1 year (Preferred)

Interest in Teatown mission.

Instructions: To apply, please send your resume and cover letter to Karina Tarnawsky at ktarnawsky@teatown.org. No phone calls please.

Teatown is an equal opportunity employer. We are committed to a diverse and inclusive environment for all employees.