



## **Weekend Visitor Services Ambassador**

Teatown is seeking an 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 on alternating weekends. The days of work are Saturday and Sunday 9AM-5PM, with the possibility of substituting for weekday 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

Comfortable working with people

A friendly, outgoing personality.

Strong organizational skills with the ability to prioritize

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.

The health and safety of our visitors and event attendees is always the primary concern of Teatown Lake Reservation. **This position involves having direct contact with the public which requires candidates to be fully vaccinated against Covid-19, including booster if eligible.**



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teatown.org  
info@teatown.org

**Job Type:** Part-time

**Pay:** \$16.00 per hour

**Schedule:** Alternating 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 Willard Sandford at [wsandford@teatown.org](mailto:wsandford@teatown.org). No phone calls please.

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