



EMPLOYMENT OPPORTUNITY

Visitor Services / Gift Shop Clerks

Part-time and full-time seasonal. Early August through Thanksgiving, with possibility of extension.

Hourly Rate: \$15.20

Schedule varies according to activities at the Garden; daytime, weekend and evening work required. Must be available to work any day of the week, including Saturdays and Sundays.

The University of Alberta Botanic Garden is seeking enthusiastic individuals with a passion for people and the outdoors to join our team. Visitor services staff provide exemplary customer service in the Garden's Gift Shop, Entry Booth and on Tours. This is an excellent opportunity for people interested in a career in tourism, hospital or retail, or for semi-retired individuals or those re-entering the workforce. These positions require standing for extended periods and some light lifting; occasional outside work. Job training provided.

DUTIES

- Process admissions and gift shop purchases; all cashiering duties, including opening and closing
- Respond to queries and provide guests with information on Garden activities and events
- Take tickets for special events
- Provide tram rides, tram tours and walking tours of the Garden
- Ensure the shop is neatly maintained and stock is replenished
- Partake in stock-take and inventories
- Other duties as required

QUALIFICATIONS AND REQUIREMENTS

- Experience/education in retail, tourism or hospitality industries an asset
- Service-oriented, with experience in providing exceptional customer service
- Must be reliable, flexible, responsible, mature, outgoing, personable and tactful
- Must genuinely enjoy working with the general public, with various ages and cultural backgrounds
- Must possess a professional presentation
- Excellent command of written and verbal English language required; French or other language an asset
- Ability to work with little or no supervision, and in a team environment
- Computer proficiency and a general comfort level in learning and working with new software
- Must be able to lift up to 30 pounds
- First aid and CPR an asset
- Flexibility to accommodate a varied work schedule
- Must have own transportation, as the Garden is not accessible by public transportation
- Must be 18 years or older
- Job training is provided

TO APPLY:

Send resume along with a cover letter to:

Nora Whitcher

Visitor Services Coordinator, University of Alberta Botanic Garden

whitcher@ualberta.ca

Application Deadline: August 10, 2018

We thank all applicants, however only successful candidates will be contacted.



University of Alberta Botanic Garden

Located in Parkland County, 5 km north of Devon on Hwy 60

botanicgarden.ualberta.ca