



## EMPLOYMENT OPPORTUNITY

### Visitor Services / Gift Shop Clerks

Part-time and full-time seasonal. April 29 to Labour Day 2019, possibility of extension in fall.

Hourly Rate: \$16.42

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

The University of Alberta Botanic Garden is seeking enthusiastic individuals with a passion for people and the outdoors to join our team for the summer. 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, hospitality or retail, or for semi-retired individuals or those re-entering the workforce. These positions require standing for extended periods and some lifting; occasional outside work in all weather. Job training provided.

#### DUTIES

- Process admissions and gift shop purchases; all cashiering duties, including cash handling opening and closing, and night deposits.
- 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
- Reliable, flexible, responsible, mature, outgoing, personable and tactful
- Genuinely enjoy working with the general public, with various ages and cultural backgrounds
- 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
- Able to lift up to 30 pounds
- First aid and CPR an asset
- Flexibility to accommodate a varied work schedule
- Posses a Class 5 Driver's license and have own transportation, as the Garden is not accessible by public transportation
- 18 years or older

#### TO APPLY:

Send resume along with a cover letter to:

Nora Witcher

Visitor Services Coordinator, University of Alberta Botanic Garden

[whitcher@ualberta.ca](mailto:whitcher@ualberta.ca)

#### Application Deadline: February 28, 2019

*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](http://botanicgarden.ualberta.ca)