



**MOUNTS
BOTANICAL
GARDEN**
OF PALM BEACH COUNTY

Position: Admissions and Event Staff
Reports to: Community Engagement Manager
Status: Part Time, Temporary

Overview:

Mounts Botanical Garden is looking for a part-time, temporary Admissions and Events Staff. This position serves as the frontline to customer relations at Mounts Botanical Garden. The Admissions and Events Staff is an attentive, helpful, welcoming representative of the Garden. This person is to provide coverage for daily admissions, event admissions, and potentially event set-up and breakdown. Must be able to work weekdays, weekends, and extended hours.

Responsibilities:

- Working under the supervision of the Community Engagement Manager
- Create a welcoming and warm experience for all Mounts Visitors
- Operating registers for daily admissions and events.
- Ensuring excellent levels of customer service.
- Efficiently and accurately operates a customer relationship management (CRM) web-based software
- Maintain a professional appearance and professional conduct at all times
- Demonstrate a well-rounded understanding of Mounts Mission, special events, website, and exhibitions and proactively relays this information to visitors
- Be a positive advocate for the Mounts community and employee culture
- Assist with creative, hands on activities and workshops to engage visitors.
- Ensuring workspace is clean and organized.
- Adhering to Mounts safety standards.

Skills and Abilities Qualifications:

- Ability to quickly grasp new computer systems
- Ability to problem-solve and make necessary decisions using sound judgment.
- Superior communication and customer service skills.
- Possess proficient computer skills.
- Flexible schedule is required. This position requires weekdays, weekends and nights
- Exceptional interpersonal skills and a friendly demeanor.
- Conflict management skills.
- Ability to stand for long periods of time inside and outside

Preferred Education and Training Qualifications:

- Customer service: 2 years
- Computer literacy: 3 years
- CRM software experience: 2 years

Required Schedule Availability:

- Tuesday - Sunday
- Day Shift
- Night shift
- On call
- Weekend availability is required

Compensation: \$13/hour

Job Type: Part-time Temporary

The position information is intended to describe the general nature and level of work being performed by the employee in this position. It's not intended to be construed as a complete list of all responsibilities, duties, and skills required of a person in this position.

How to Apply

Email cover letter and resume or any inquiries to Debbie Treccioli, DTreccioli@pbcgov.org.
Please include "Admissions & Event Staff" in subject line.

Mounts Botanical Garden of Palm Beach County is proud to be an equal opportunity employer committed to hiring a diverse and inclusive workforce. We provide equal employment opportunities to all employees and employment applicants without regard to unlawful considerations of sex, sexual orientation, gender (including gender identity and/or expression), pregnancy, race, color, creed, national or ethnic origin, citizenship status, religion, disability, marital status, age, genetic information, veteran status or any personal attribute or characteristic that is protected by applicable local, state or federal laws.