

Myrick Hixon EcoPark

Guest Services/Gift Shop Representative

Position: Guest Service Representative

Location: Myrick Hixon EcoPark, 789 Myrick Park Dr., La Crosse, WI 54601

Myrick Hixon EcoPark: The EcoPark is a non-profit organization 501(c)3 dedicated to empowering individuals and communities to explore and experience healthy, safe, vibrant, and sustainable lifestyles. We are a center for outdoor recreation, environmental education, and a community resource in the heart of La Crosse. The EcoPark is in an exciting phase of development involving the creation of exciting outdoor adventure playscapes for all ages. We anticipate undergoing a major capital fundraising campaign in 2012 and establishing the EcoPark as a regional destination receiving 50,000-70,000 visitors a year.

Job Overview: The Guest Services Representative provides front line guest service. You will attend the needs of all EcoPark visitors including answering questions, orienting visitors, and provide information about EcoPark programs, events, services. You will represent the EcoPark's mission, philosophy and culture to EcoPark visitors and answer questions on the EcoPark and surrounding natural areas. You will provide exemplary customer service, perform sales and equipment rentals and assist in facility rentals. You will promote retail sales through product knowledge, general merchandising and upselling when appropriate. You will also promote the benefits of becoming members of the EcoPark, and assist in relationship building for the EcoPark. Furthermore you will assist in other educational, demonstration, and administrative duties as assigned.

Availability: M-F 9 am – 4 pm, Weekends May-October 10 am – 4 pm and Holidays – May rotate with other seasonal employee(s). Some evenings may be possible. Part time position.

Required:

Must be 21 or older

Ability to work independently

Excellent Public Relations/Guest Service Skills – must enjoy working with the public

Computer Experience/POS Experience

Cash handling experience

Preferred:

Interest or experience in environmental education, ecology, or biology

Teaching or museum interpretation experience

Screening Requirements: Criminal Background Check Required prior to starting

Please mail, email or fax your resume to: Claudia Kiesenhofer, Myrick Hixon EcoPark, 789 Myrick Park Dr., La Crosse, WI 54601, Email: claudiak@mhecopark.org, Fax: (608) 784- 0322