

JOB OPPORTUNITY

Frick Environmental Center, Weekend Host
Pittsburgh Parks Conservancy at Frick Environmental Center

Supervised by: PPC Naturalist Educator

Position Description:

The Frick Environmental Center Weekend Host will support visitors by helping to provide a welcoming and safe experience at Frick Park. The Weekend Host will help visitors connect to the building, Frick Park, and PPC programs by answering questions and sharing appropriate information. They will keep the public areas organized and help with creating pleasing and informative displays. In addition, they will manage the lending program and help with public programs as needed.

Building Hours:

Saturdays : 10:00 – 6:00 (this shift is not available)

Sundays : 12:00 – 5:00

Specific Responsibilities:

- Greet visitors and provide excellent customer service.
- Know where first aid supplies are located and distribute as needed.
- Report emergencies to 911
- Report park related issues to the Rangers
- Report building issues to the facilities manager
- Open and close the building
- Walk through the building three times through the shift and report problems (non – emergencies) to the facilities manager through texting or email.
- Report building emergencies to the facilities manager and then to the director.
- Clear bridge area and walk ways of snow and treat with snow melt agent
- Help the facilities manager with weekend building set up
- Receive deliveries
- Keep public areas clean and organized

- Keep visitor records
- Create displays for the living room
- Create bulletin board displays
- Sign out binoculars and other materials in the lending program
- Assist with weekend public programs as needed

Knowledge, Skills, Experience, and Qualifications:

- Completed at least one year of undergraduate study or professional work experience is required
- Have previous experience working with the public is preferred
- Enjoy people, and engaging with the public
- Have a strong interest in the park, the building and the Pittsburgh Parks Conservancy
- Can work independently
- Be able to lift at least 30 lbs.
- Obtain Act 33/34 clearances, required after accepting position
- Pass a fingerprinting background check, required after accepting position
- Pass background check, required after accepting position

Dates and Availability:

Saturdays: 9:30-6:30 (not available)

Sundays: 11:30-5:30

Compensation: \$10.50/hr.

To apply, please submit a *resume*, *cover letter*, and *3 professional references to:*

Mike Cornell: mcornell@pittsburghparks.org

412-586-4576

Pittsburgh Parks Conservancy

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