

Job Description - Nature Center Attendant

Job Title:

Nature Center Attendant

Objective:

Perform a variety of tasks in the care of animals, guest services, and facility upkeep.

Organizational Relationship:

This position receives immediate supervision from the Recreation Coordinator and doesn't supervise other employees. This position works closely with other recreation employees and the public.

General Statement of Duties:

- Feed / care for animals as assigned during shift, as well as hands on interaction with each.
- Become knowledgeable of all animals housed at the Nature Center and be able to communicate facts with visitors.
- Perform basic grounds keeping and janitorial tasks related to the facility and animal care.
- Communicate with Recreation Coordinator regarding animals, facility needs, and customer service issues.
- Occasionally assist with private rentals and birthday parties.
- Answer incoming calls and provide courteous and friendly customer service.
- Report and record details of incidents / accidents or rule violations, to Supervisor.
- Other duties as assigned.

Requirements

- Minimum age of 14 years.
- Interpret animal / facility needs and solve customer service issues.
- Effective, clear, and concise communication, both verbally and in writing.
- Report to work as scheduled, free from the effects of illegal drugs or alcohol.

Physical Demands

- Must have physical ability to lift up to 30 lbs., bend, squat, climb and work in changing weather conditions.
- If allergic, must be able to manage allergies to animal fur / dander, hay, outdoor environments, sun.

To apply please go to <http://cityofmeadowsplace.org/government/job-opportunities/>
For questions regarding the position, please contact Carolyn at
recreation@cityofmeadowsplace.org.

APPLICATION DEADLINE IS MARCH 22, 2024