

## **Front Desk Assistant**

### **Goal of Position**

To assist with greeting visitors, answering questions, and taking care of the gift shop.

### **Sample Activities**

1. Answering the phone, and greeting visitors as they enter the nature center and answering questions
2. Cleaning and maintaining the gift shop, through stocking or inventories

### **Timeframe**

Length of commitment: no time frame

Estimated total hours: variable, 4 to 16 hours a week

Scheduling: most work will be with others at the front desk, on weekends in four hour or eight hour shifts

### **Worksite**

Janet Huckabee Arkansas River Valley Nature Center

### **Qualifications Sought**

1. Willingness to work hard
2. Previous experience working with the public is preferred
3. Ability to follow directions
4. Transportation is required

### **Benefits**

1. Personal satisfaction of assisting with front desk and receptionist duties that will provide a better experience for nature center visitors

### **For further information**

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