



## **Saturday Receptionist**

**The Schuylkill Center for Environmental Education** is a leading environmental education provider for the Philadelphia region. Founded in 1965, the Schuylkill Center is one of the first urban environmental education centers in the country, with 340 acres of fields, forests, ponds, and streams in northwest Philadelphia.

We are seeking a Saturday Receptionist to staff our front-desk and gift shop. This role is the “face” of our organization and the first point of contact for visitors.

### **Duties and Responsibilities:**

- Welcome visitors to the Schuylkill Center’s main building on Saturdays from 9:00 am to 5:00 pm
- Open and close the building, oversee cash register transactions, restock inventory as needed, reconcile transactions at the end of the day, and more
- Answer telephone and assist/direct callers as needed
- Assist in preparation of weekend events such as festivals, rentals, and others as needed and requested
- Help keep public areas (front lobby, Discovery Center, gift shop) tidy and presentable.
- Retrieve US mail from the postal box at the end of the driveway.

### **Expected Competencies:**

- Two to five years experience in a similar nonprofit and/or office environment
- Strong verbal communications skills and ability to provide excellent customer service to visitors and staff
- At least two years’ experience working in a retail setting, including familiarity with point-of-sale systems
- Friendly, courteous, and customer-focused
- Ability to be proactive and professional with problem resolution

### **Education, Experience and Qualifications:**

- A passion for nature and the environment, plus courtesy, trustworthiness, precision, care, and a high standard of excellence
- Excellent references
- College degree preferred
- Able to contribute positively as part of a team, helping out with various tasks as needed

### **Physical Demands/Work Environment:**

The employee is regularly required to stand, walk and use hands and arms to operate general office equipment, including a PC, file cabinets, and copier/printer. The noise level in the work environment is usually moderate to low.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Other:** Employment is contingent on the successful completion of the Pennsylvania child abuse clearance and criminal background check. As of September 2021, all hires are required to provide proof of Covid-19

vaccination and booster and, as of October 2022, a second Covid-19 booster is required. The Center is currently requiring masks to be worn in the public areas of the Visitor Center.

This is a part-time hourly position with no associated benefits and reports to the Office Manager. This position earns fourteen dollars per hour (\$14.00).

**Deadline:** Applications will be accepted until the position is filled. To apply, please send a resume and cover letter to Blaine Elliott, Office Manager, at [blaine@schuylkillcenter.org](mailto:blaine@schuylkillcenter.org).

*The Schuylkill Center is an Equal Opportunity Employer and does not discriminate based on race, color, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. We value a racially, ethnically, and culturally diverse work community, and we strongly encourage applications from people of all backgrounds.*

*March 2023*

[The Schuylkill Center](#) | 8480 Hagys Mill Road, Philadelphia, PA 19128 | 215-482-7300 | [www.schuylkillcenter.org](http://www.schuylkillcenter.org)