



## Receptionist/Frontline Educator The Nature Place

Berks Nature is looking for a receptionist/front line educator who is cheerful, professional and service-oriented. The successful candidate is a proactive problem solver who likes getting things done and enjoys taking care of others. This position functions independently but may require coordination with other staff members.

Scope of work: The Receptionist/Frontline Educator is responsible for managing visitors, group tours, store sales, and educational opportunities as they arise at The Nature Place. This position is important in communicating the value of our conservation efforts, which will result in increased membership and increased development activities therefore supporting additional conservation program activities. This position is also responsible for the scheduling of outside groups who may wish to rent rooms in The Nature Place facility and may be asked to do some clerical or programmatic duties while sitting at the front desk.

Spanish speaking required.

Requires general computer knowledge, exemplary interpersonal skills and a genuine appreciation in working with diverse audiences.

### Working Conditions:

Berks Nature offices and The Nature Place and its campus are smoke-free. The Frontline Educator/Receptionist is stationed independently in the lobby of our building. Successful candidates should have the ability to work harmoniously in a friendly environment. This is a part-time position Tuesday – Saturday, roughly 31 hours per week.

### Position reports to: President

*Specific duties include but are not limited to:*

- ✓ Greet all visitors of The Nature Place professionally and with exemplary customer service and offer educational tours of our sustainable features and guidance during their visit.
- ✓ Monitor secured front entrance; ensuring safety of building occupants.
- ✓ Responsibly manage all store sales during your shift and offer assistance to customers.
- ✓ Manage store inventory and alert team member when items are running low.
- ✓ Become fully trained as a tour guide of The Nature Place, including general knowledge of our green and sustainable features inside and outside of the building. Answer basic inquiries about Berks Nature and its website
- ✓ Seek opportunities to extend public awareness of Berks Nature and increase membership.
- ✓ Assist with special events for Berks Nature i.e, field trips, birthday parties, private rentals, State of the Environment programs, etc.
- ✓ Work cooperatively with the Berks Nature team.
- ✓ Perform other duties that may be assigned.

- ✓ Availability to schedule hours within 10AM – 3PM Tuesday through Friday and 10AM – 4PM on Saturdays.
- ✓ Oversee maintenance and appearance of public and common spaces

A successful applicant will have:

- ✓ High school diploma or general education degree
- ✓ Ability to multitask and work independently
- ✓ Relevant front desk and office administrative experience
- ✓ Friendly, helpful demeanor
- ✓ Ability to be entrepreneurial, analytical and solution-oriented
- ✓ Proficiency in Microsoft Office Suite (Word, Outlook, Excel)
- ✓ Ability to learn and manage technology and proprietary software programs
- ✓ Strong written and oral communication skills
- ✓ Ability to speak Spanish fluently

Just like it takes a diversity of species to make our natural environment thrive, Berks Nature recognizes that having a culture of inclusion where all individuals feel respected, and are treated fairly will bring us a power of talent to do our work and engage others in the love for and protection of nature. Accordingly, it is Berks Nature's goal to be intentional and inclusive in the involvement, engagement, and empowerment of all groups of people within our community to help Berks Nature achieve its mission. Berks Nature will take the broadest possible view of diversity in order to attract, develop, engage and retain people from all walks of life and backgrounds in our work. Berks Nature endeavors to not see any species become extinct. So to, we desire not to neglect or exclude any audience from our work.

To apply, please submit cover letter, resume and salary requirement to Kim Murphy, President at [kim.murphy@berksnature.org](mailto:kim.murphy@berksnature.org) by Friday July 12, 2019.