

Part Time Visitor Services Specialist – CACS Yurt on the Spit (Summer 2020)

As a Visitor Service Specialist at the **CACS Yurt on the Spit** during the **Summer Season**, greet visitors, answer questions, book tours and help to inspire them to explore Kachemak Bay by participating in a CACS or partner program. The Visitor Service Specialist will work also with scheduled and daily drop-in Creatures of the Dock Tours. Participants in these programs range from families with small children to senior citizens.

Assist with interpretive tours for diverse groups, assist with educational programs for children of all ages, and share new discoveries through blogging and social media. Assist with training and coaching of interns and volunteers and perform routine maintenance of the Yurt and its equipment. Requires experience in sales and/or visitor services, some familiarity with intertidal or marine ecology. Experience as an instructor, educator, or interpreter also a plus. Must have the ability to maintain positivity and patience when working with visitors, participants, and volunteers. Alaska or similar experience preferred. Will include weekend work.

Responsibilities:

- Yurt is open daily- your time will be set by CACS Yurt Supervisor
- Greet visitors and orient them to the yurt and CACS locations
- Lead daily 1-2 hour natural history tours at the Homer Harbor showcasing local “Creatures of the Dock” – the organisms that grow on and around the floating docks of the Homer Harbor
- Collect dock tour fees and sell promotional items
- Promote CACS tours and programs and answer questions about the organization
- Develop and ensure a safe, fun, and positive learning environment for all program participants
- Work cooperatively with other CACS staff and volunteers to provide the best possible experience for participants
- Perform administrative tasks, including education program data entry, inventory and daily participation counts
- Check in daily Peterson Bay Field Station tours and/or greet returning tour participants
- Model positive interactions with the natural world and human communities
- Assist with visitor satisfaction surveys
- Provide weekly photos for social media and blogging projects

Position available runs from May 25 – September 7, 2020. \$10-\$12 hour DOE. Housing is provided. Contact Seth Spencer: jobs@akcoastalstudies.org or 907-235-6714 for more information

To Apply: Please submit a cover letter, resume, and contact information for 3 professional references to jobs@akcoastalstudies.org by January 17, 2020.

Please indicate in both the cover letter and e-mail subject line the positions for which you are applying. There will also be 1 position available that is a 1/2 time assistant day camp educator, and a 1/2 time yurt visitor services. Please indicate in your cover letter if you are interested in this position.

