Kiosk Attendant Job Description

General
The Kiosk Attendant works in an outdoor kiosk in all weather conditions and greets the public to the site. This position is seasonal part-time and reports to the Main House Manager.

Duties include but are not limited to:
- Provide a verbal orientation to the site
- Collect and process admission payments
- Answer visitor questions
- Promote the Explorer Backpack program
- Record visitor information on worksheet - handwritten or computer
- Stock/Distribute brochures/literature
- Assist with clerical office projects
- Check-in education/event attendees from roster and process payments as necessary
- Opportunity to support The Fells Special Events, generally during weekend evenings