

**National Tropical Botanical Garden  
Kahanu Garden & Preserve  
Visitor Program Associate**

**JOB POSTING**

The National Tropical Botanical Garden has an immediate opening for Visitor Program Associates at our Kahanu Garden & Preserve.

This position (full time-40 hours per week) will primarily work in the Visitor/Education Center and within Kahanu Garden. The main purpose of this position is to ensure the work and mission of Kahanu Garden and the National Tropical Botanical Garden (NTBG) is properly communicated to guests, education groups, volunteers, and members of the community. Visitor Program associates are ambassadors, and will become effective advocates for the conservation of plants, natural areas, biocultural diversity and perpetuation of cultural knowledge.

The position reports to the Director of Kahanu Garden and Preserve.

**Key Responsibilities:** Greet guests, provide orientations, conduct guided tours, assist with creating and ordering new retail items, clean and maintain the Visitor Center and restrooms and will sell memberships, tours and products.

**Skills/Qualifications:** Strong communication skills, willingness to speak to small or larger groups, cashiering and POS skills, in-depth knowledge of Hawaiian culture preferred and be able to lift 40lbs.  
**Work schedule:** Monday-Friday 7:30 am -3:30pm; work schedule may vary based on work needs.

Pay Range: \$19.23 - \$21.48

Deadline to apply for this position: open until filled

Please submit résumé to:  
National Tropical Botanical Garden  
3530 Papalina Rd.  
Kalaheo, HI. 96741  
OR: [careers@ntbg.org](mailto:careers@ntbg.org)

Phone: (808) 332-7324  
FAX: (808) 332-9765

OR: [careers@ntbg.org](mailto:careers@ntbg.org)

Additional information available on our website: [ntbg.org](http://ntbg.org)

An Equal Opportunity Employer

*The mission of the National Tropical Botanical Garden is to enrich life by perpetuating tropical plants, ecosystems, and cultural heritage.*