

**National Tropical Botanical Garden
The Kampong
Visitor Program Associate**

JOB POSTING

The National Tropical Botanical Garden has an immediate opening for a casual status Visitor Program Associate at The Kampong location in Coconut Grove, Florida.

The Kampong Visitor Program Associate is responsible for welcoming visitors, handling admissions for tours and sales in our gift shop, and supporting our various events.

Duties include meeting and greeting visitors and providing exceptional guest services via phone, email and in person while helping to maintain a clean, friendly, and productive atmosphere. They will handle the Point of Sales functions like: taking tenders (cash, vouchers, credit, online payments), and process transactions accurately, courteously and timely. They will provide accurate and thorough knowledge to guests as well as assist with selling memberships. They will keep shelves and indoor store neat, clean, and refreshing and will unpack deliveries, assist with pricing, cash handling, and assist with inventory counts. They will assist with other projects as directed and as necessary. Light cleaning and grounds maintenance will also be expected.

Requires High School diploma or equivalent and 1 year related experience.

Schedule: Saturdays and varied additional days as needed

Pay Range: \$19.99/ hr.

Deadline to apply for this position: Open until filled

Please submit résumé and cover letter to:

National Tropical Botanical Garden
3530 Papalina Rd.
Kalaheo, HI. 96741
OR: careers@ntbg.org

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

Additional information available on our website: 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.