

**National Tropical Botanical Garden
Visitor Program Associate
Haena, Kaua'i**

JOB POSTING

The National Tropical Botanical Garden has an immediate opening for a Visitor Program Associate at our Limahuli Garden & Preserve reporting to the Director of the Limahuli Garden and Preserve.

This full-time position (40 hours per week) primarily works in the Visitor Center and within Limahuli Garden. The purpose of this position is to ensure the work and mission of Limahuli 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.

Key Responsibilities rooted in Aloha:

- Opens and closed the visitor center
- Greets guests and answer questions
- Assists with guest parking and check-in / keeps trail signage clean
- Provides tour options and orientations
- Runs cash register / sells merchandise
- Restocks merchandise
- Answers telephone
- Maintains Visitor Center and facility restroom appearance and cleanliness including:
 - Maintaining composting toilets
 - Refilling of water stations
- Conducts guided tours if necessary

Skills/Qualifications: Proficient with computers, word processing, spreadsheets, email, internet, cash registers, credit card machines and office machines. Must have excellent communication skills, enjoy interacting with a variety of people, highly organized and well-groomed. Must be able to lift 25lbs.

Experience:

- 6-months related experience and/or training; or equivalent combination of education and experience preferred.
- Practical or formal training in biology or botany, and Hawaiian culture and history is strongly recommended.

Pay Range: \$19.23 - \$21.48

Deadline to apply for this position: open until filled

Please submit résumé to:

Limahuli Garden & Preserve
5-8291 Kuhio Hwy, Hanalei, HI 96714

OR: careers@ntbg.org

Phone: (808) 826-1053

Additional information available on our website: **ntbg.org**

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

NTBG is An Equal Opportunity Employer