Green Box Outdoor Recreation & Customer Service Specialist

Starting Wage: $18-$20 an hour

Position: Part Time OR Full Time Option

Benefits: Full benefits available with Full Time option only

Please note: Saturday availability required

OVERVIEW: The Outdoor Recreation & Customer Service Specialist is a year-round, full-time position. The specific focus is on areas related to the Red Butte Recreation Area inclusive of hiking trails, outdoor areas, and public artwork including the Green Mountain Falls Skyspace. This position is responsible for providing complete customer service experiences related to all outdoor recreation areas as well as assistance in groundskeeping, maintenance, custodial, and other important tasks. Work is performed both independently and in teams.

ESSENTIAL FUNCTIONS: Perform daily duties including, but not limited to:

CUSTOMER SERVICE

a. Drive an off-road vehicle, as required, to assist patrons to access areas of site
b. Maintain reservation schedule for ATV rides
c. Serve as ‘experience guide’ for individuals and groups, including school tours
d. Respond to email/phone inquiries and send out “know before you go” emails to patrons on a weekly basis – requires basic knowledge of computer and e-mail use
e. Serve as ambassador in dealing with visitors – about exhibits, the rest of Green Box’s portfolio of activities, and the town of Green Mountain Falls in general

FACILITY OPERATION

a. Open and close all secured areas of the site at the beginning and end of each day
b. Maintain interior and exterior lighting system, performing daily lamp checks and relamping as needed
c. Secure site based on weather, as needed
d. Maintain surfaces in Town Overlook pavilion e. Maintain signage and wayfinding throughout site
f. Clean and/or pressure wash exterior areas and building surfaces as needed
g. Assist with set-up and tear-downs of any special events

DAILY GROUNDSKEEPING

a. Keep all areas of trails debris and trash free
c. Maintain trails and associated areas, as needed
d. Maintain appearance of all pathways and public areas
CUSTODIAL DUTIES

a. Performing all cleaning duties as needed
b. Utilize equipment such as blowers, brooms, dusters, etc.
c. Clean and maintain ATV vehicle
d. Monitor assigned area and equipment for damage or needed repairs. Perform other duties as assigned.

QUALIFICATIONS High school graduate or equivalent. One-year previous experience in customer service, facilities maintenance, or equivalent work experience related to trails/art exhibits desired. Ability to maintain and operate necessary equipment. Highly motivated to work independently and as part of a team. Ability and desire to interact with the public and create an amazing experience focused on art and nature. Adhere to Green Box policies and support management decisions in a positive, professional manner. Ability to obtain or currently possess a valid Colorado driver’s license. Must be insurable to drive a Green Box vehicle.

TO APPLY Email a resume to Sean Ives, Operations Manager: s.ives@greenboxarts.org

Position Open Until Filled