



Visitor Host for Newberry National Volcanic Monument (Bend)

Newberry NVM Visitor Host assists Deschutes National Forest in providing an exciting and enjoyable experience for visitors at Newberry National Volcanic Monument. This position is for **Lava Lands Visitor Center** and **Lava River Cave**.

Compensation: Hourly \$18.00

Work Schedule: April 23, 2024-September 5, 2024. 20-40 hours per week. (May vary)

(We can work around school schedules)

***** Must be available to work weekends*****

Responsibilities Include:

- Providing outstanding customer service and ensuring that visitors are served promptly, courteously, and satisfactory.
- Confidence in selling retail products and recreation passes.
- General cash register, credit card machine and overall sales operation including opening and closing procedure.
- Accurate End of Day accounting of retail and pass sales
- Distributing LED lights to guests.
- Enter cave with Forest Service staff.
- Ensuring that all DYNW property is adequately secured against loss.
- Ensuring merchandise is properly cared for and displayed in a neat, attractive manner and well stocked for sales.

Personal Attributes:

- Familiarity of visitor attractions on Newberry National Volcanic Monument and Deschutes National Forest.
- Personal integrity, initiative, and foresight.
- Ability to maintain a positive and productive rapport with customers, team members and professional associates.
- Ability to communicate effectively, both orally and in writing.
- Ability to think critically, solve problems creatively, and adapt to change.
- Ability to stand for long periods of time.
- Ability to work in all elements of weather.

Other:

- All DYNW sales areas are operated according to the terms of a contract with the public land agency to which the site belongs for the purpose of promoting and supporting the agency's educational and interpretive efforts.
- All DYNW activities are directly or indirectly dedicated to serving this purpose.
- Position is located on Federal property and requires a high level of cooperation with agency staff.

Submit resume and cover letter to gail.whelan@discovernw.org. Please, no phone calls and we ask that you do not contact any Forest Service, Newberry National Volcanic Monument or Discover Your Northwest personnel regarding this position.