

**Visitor Center Staff
Colonial Pennsylvania Plantation
Ridley Creek State Park, Media, PA**

CPP is currently seeking a person to join our Visitor Center Weekend Staff.

Description: The Visitor Center staff provides the first and last impressions of our farm site to the visiting public. Staff members greet visitors, provide introductory information and handle all transactions from admission to the sale of gift shop items.

Key Responsibilities:

- Provide a friendly welcoming presence
- Learn gift shop inventory
- Be able to share available information about the Plantation and its programs
- Learn technical skills necessary to processing visitor admissions
- Efficiently handle the admittance process
- Help with set up of store prior to season opening
- Help with inventory at the end of the season

Preferred Skills:

Must be organized, detail-oriented, able to work independently, with excellent interpersonal skills and verbal communication skills.

Personal Attributes:

Dependable, flexible, honest, trustworthy, with sound judgment and respectful. Ability to work well with other staff to support Plantation programs and activities.

Hours: During the Plantation's season, the Visitor Center is open on weekends typically from 11 to 4. Visitor Center staff should arrive at least one half hour prior to opening and be prepared to stay at least one half hour after closing if necessary. Extra hours may be necessary for larger events. The successful candidate should be willing to work a minimum of one weekend a month and have some degree of flexibility

Wages: \$9/hr

Resumes and cover letter should be submitted to our office at info@colonialplantation.org OR mailed to: Colonial Pennsylvania Plantation, Box 158, Gradyville, PA 19039