

GATE HOUSE LEAD

January 2023

Term:

April – May 14, 2023 – Part time hours

May 15, 2023 – September 30, 2023 – Full time hours

Possibility of casual hours past October 1, 2023 if agreed.

The position is a rotational 7 day a week position and will include weekends.

Goals:

To welcome and inform guests of what is happening that day at the Garden as they arrive at the International Peace Garden. You will sell them a daily or annual pass, give them an overview of the Garden and answer any questions they may have.

Summary:

The Gate House Lead of the International Peace Garden is hired by the IPG Visitor Services Manager in consultation with the Finance Manager. This position reports to the Visitor Services Manager.

Responsibilities:

- 1) Assist with the hiring of Gate Staff
- 2) Management and scheduling of Gate Staff
- 3) Balance and reconcile daily gate house funds and spreadsheets
- 4) Enter annual pass data onto Neon (CRM)
- 5) Oversee the camping registrations (done on Firefly).
- 6) Other duties as assigned

Qualifications:

- 1) Good knowledge of computer programs including Microsoft Office, especially Excel and databases
- 2) Familiar with USD and CDN currency transactions
 - o Good attention to detail
 - o Familiar with cash, debit and credit transactions
 - o Experience with reconciling sales and/or receipts
- 3) Experience supervising either staff or volunteers
- 4) Experience with scheduling staff or volunteers
- 5) Be able to work as part of team with Staff and also to work independently as required
- 6) Strong interpersonal communication and public relation skills and requires strong organization skills

Working Conditions & Physical Effort

- 1) Moderate physical activity. Requires standing and/or walking for more than four (4) hours per day
- 2) Work outside in various weather conditions
- 3) Potential to have to lift boxes up to 15lbs

Supervises: Front Gate Staff

Reports to:

Visitor Services Manager