

Position: Intern Receptionist, Spring 2010  
Department: Guest Services  
Supervisor: Guest Services Director

Description: Intern will serve as support for the Guest Services staff. Intern will be responsible for answering e-mails and web inquiries and returning phone calls as well as greeting all guests entering the building. Intern receptionist will only work during regular park hours, Monday – Friday, 9 am to 4 pm.

What we offer:

Unfortunately, we cannot offer a salary, but we do offer the following benefits:

- The chance to develop your talents and portfolio.
- Letters of reference for future job opportunities.
- A chance to help the Zoo save endangered species and the environment.
- The Zoo...you get to visit every day!

Duties and Responsibilities:

- Answer telephone and route calls and messages to appropriate personnel.
- Greet guests and direct them to the correct location
- Assist Administration staff when needed
- Help with scheduling and maintaining school group visits & birthday parties
- Data entry (Gateway and Excel)
- Other duties as assigned

Skills:

- Excellent interpersonal skills
- Spreadsheet (Excel) and document (Word) computer skills
- Must be creative, energetic, result and detail oriented, with strong organizational and analytical skills
- Accurate and efficient time management skills
- Excellent written and oral communication skills
- Bilingual skills preferred (Spanish)

Education and Experience:

Minimum high school diploma or GED equivalent required. Previous experience as receptionist or equivalent is desired.

Time Commitment:

Minimum of 8 hours per week. Academic credit may be issued based on institution requirements.

Application Process:

Please return materials no later than March 1, 2010.

Applicants for this position are required to submit to a criminal background check.