

POSITION DESCRIPTION

Open: January 1, 2021
Closes: April 1, 2021
Job Title: SAGE Center Summer Intern
Supervisor: SAGE Center Manager
Regular Hours: Full Time, 40 hours per week

Overall purpose and objective of this position:

The SAGE Center serves as the primary point of contact for all information inquiries, maintains secure use of the facility, and processes transactions involving entrance fees and store sales. The ideal candidate will engage with the general public and be helpful and knowledgeable about the SAGE Center.

Scope of Work:

- Customer service including greeting visitors and checking in with them throughout their visit to the SAGE Center
- Knowledge of exhibits and content within SAGE Center
- Answer phones courteously and promptly
- Handle cash for admission to the SAGE Center and transactions within SAGE Center Store
- Assist with special events, including event set up, student day camps, and weekend events
- Stocking and rearranging retail products within Sage Store as needed
- Understand and refer to welcome center materials when working with visitors

Preferred Skills

- Cash handling experience
- Engage with children and families to promote a fun learning experience
- Strong attendance and work ethic background
- Team player with an outgoing customer service-oriented personality
- Prepared to work in inclement weather when venturing outdoors (special events)
- Strong verbal and written communication
- Working knowledge of Microsoft Office Programs and data entry experience
- Have or be willing to obtain an Oregon Food Handlers Certification