



TOWN OF PATAGONIA WELCOME CENTER STAFF JOB REQUIREMENTS

STATUS - PART TIME

HOURS PER SHIFT – FOUR - 10:00 AM TILL 2:00 PM

HOURLY PAY AT CURRENT ARIZONA STATE MINIMUM WAGE OF \$15.30

REQUESTED SHIFTS PER WEEK – TWO

BI-WEEKLY PAY PERIOD

SIX DAY WEEK SCHEDULE – TUESDAY THROUGH SUNDAY

Duties and Responsibilities

- Greet Visitors to the Welcome Center in Doc Mock Park, offering assistance as needed
- Provide information to visitors about the facilities, services, and attractions in the “Sky Islands” area
- Ensure details about the visitor is logged (where they are from, what brought them to the area etc.)
- Keep the inventory of area attraction brochures stocked
- Maintain cleanliness of the Welcome Center and manage the utilities with efficiency

Knowledge and Skills

- Excellent customer service skills
- Strong communication skills
- Strong interpersonal skills
- Have organizational skills
- High school diploma
- Understanding of the Town Employee Policy
- Demonstrates a positive attitude and willingness to work as a team member
- Treats the public with respect, diplomacy, courtesy, and patience
- Knowledge of local attractions, events and tourist destinations