

**NEWLIN GRIST MILL
EMPLOYEE POSITION DESCRIPTION**

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| POSITION TITLE: VISITOR SERVICES REPRESENTATIVE/ INTERPRETER | FULL-TIME OR PART-TIME PART-TIME Flexible Scheduling | HOURS/MONTH: 24 – 64 mostly weekends | ORIGINAL DATE January 7, 2020 |
| | REPORTS TO: Office Manager | REV NO. & DATE: August 15, 2021 | |

DESCRIPTION OF THE POSITION:

The Visitor Services Representative/Interpreter provides quality experiences for Newlin Grist Mill visitors while working in the Visitor Center and interpreting the historic buildings.

RESPONSIBILITIES:

- Staffing the receptionist desk in the Visitor Center
- Carry out daily opening and closing procedures
- Respond to in-person and phone inquiries
- Staffing the Gift Shop in the Visitor Center
- Monitoring the seasonal fishing program
- Act as contact for weekend rentals
- Provide basic care for the site’s education animals (toad, snake, and turtles)
- Provide exceptional customer service
- Interpret the story of Newlin Grist Mill in various historic buildings
- Lead tours up to 2 times daily on weekdays and 4 times daily on weekends
- Operate water powered mill

MINIMUM QUALIFICATIONS:

Experience in interpretation or retail preferred but not required (training will be provided).
 Must be able to operate computer, POS System, and maintain basic records.
 Successfully communicate with public.
 Must be enthusiastic.
 Must work effectively both individually and with other employees and volunteers.
 Ability to work well with fellow staff and volunteers.

Hourly Rate: \$12.00