

## Visitor Center Assistant

### DESCRIPTION

The American Village is a 501(c)(3) history and civic education center located on a 188-acre campus in Montevallo, AL. Chartered in 1995, the American Village campus opened in 1999 and serves Pre-K—12 and college students from throughout Alabama and the Southeastern United States. The mission is to strengthen and renew the foundations of American liberty and constitutional self-government through its innovative, engaging, and nationally recognized programs for students and the general public. More information is found at the website: [www.americanvillage.org](http://www.americanvillage.org).

The Visitor Center Assistant is a part-time seasonal position which reports to the Visitor Center/Patriot Gift Shop Manager. This position will begin accepting applications immediately.

**PREFERRED QUALIFICATIONS:** High School Diploma minimum requirement; experience with customer service and/or retail preferred.

**POSITION SUMMARY:** This position is a front-line public engagement role in assisting visitors to American Village's Visitor Center and Gift Shop. Primary functions include processing retail/admission transactions and guiding visitors with essential information regarding programs, facilities, and/or special events. Other duties and responsibilities as assigned.

**KNOWLEDGE/SKILL REQUIREMENTS:** Knowledge of basic computing/digital register (point of sale terminal); interpersonal communication/social engagement skills.

### SCOPE OF WORK:

#### Essential Duties and Responsibilities:

##### Direct Assistance to Visitor Center/Gift Shop Manager

1. Assists Gift Shop Manager in serving visitors through admission processing and retail sales checkout.
2. Assists in orienting visitors to AV campus and program options.
3. Assists with school group check-ins when needed.
4. Assists with inventory restocking/pricing.

#### Physical Demands and Work Environment:

##### Working Schedule and Conditions

Weekly schedule will be determined based on work assignments and staffing levels (Key Staffing Hours are 10 am – 2 pm, Monday through Friday).

Work is performed on a campus that is open to the public Monday – Friday from 10 am to 4 pm and actively serving visitors so professional demeanor/behavior/dress is required. The position is based indoors in a climate-controlled environment. Standing for periods of time during group checkout is customary.

##### About Employment

The American Village is an "at-will" employer under state law

Smoke- and drug-free campus

Before employment a person must certify he/she has no criminal conviction(s) for crime(s) of moral turpitude

The American Village is an equal opportunity employer

Compensation

This position is a seasonal part-time position based on three operating seasons of visitation—Fall, Spring, and Summer. Hourly compensation level is currently at \$15 per hour.

To Apply:

By Mail – send application items below to:      American Village  
P.O. Box 6  
Montevallo, AL 35115  
Attn: Mike Jones/Employment

By Email – send application items below as a PDF (file size cannot exceed 9.9 MB) to  
mjones@americanvillage.org:

- Your cover letter addressed to Mr. Jones introducing yourself and describing your interest in this position and the American Village
- Your resume noting your education and/or experience (including previous employers and your position and responsibilities with each)
- A separate page listing three professional references (we will not contact any reference prior to an interview or before obtaining your consent)