

## Parking Collection Attendant

Glen Helen Association - Yellow Springs, OH

\$14.50 hour - Part-time, Seasonal - Open until filled

Reports to: Glen Helen Association Parking Coordinator

Glen Helen is seeking part-time, a seasonal Parking Collection Attendants for our parking lots in Yellow Springs, OH. The Parking Collection Attendant is responsible for handling all parking fee collections and initial visitor interactions in a courteous and professional manner. We are looking for individuals who are available to fill two to four shifts per week. Shifts are scheduled within the hours of 8am – 8pm. Collection hours may range from 12 to 24 hours per week. Attendants must be willing and able to work on weekends, work independently, and be flexible due to weather conditions.

Please do not apply for this position if you are looking for a full time position.

Duties Include:

- Greet visitors to the Glen in a courteous and professional manner.
- Collect parking fee from entering vehicles, provide visitors correct change as needed, accurately record and deposit monies.
- Track vacant parking spaces to prevent admitting vehicles when the lot is full.
- Keep parking attendant spaces tidy and organized.
- Serve as the point of contact for questions related to parking in the lot, Glen trails and resources and parking in the surrounding area.
- Stay informed and communicate about happenings in the Glen such as programs, trail closures, building hours, etc.

Minimum Requirements: Must be 18 or older, Education: High School Diploma or Equivalent  
Experience: A minimum of 1 year previous customer service or equivalent experience.

Specific Skills/Abilities:

- Strong verbal communication skills, exceptional customer service skills, ability to exercise good judgment, be adaptable and maintain a courteous demeanor, ability to deescalate tense situations, and have ability to mentally calculate correct change.
- Must be able to work outdoors in all weather, lift up to 25 pounds, and be able to stand and walk for extended periods of time.
- Having a thorough knowledge of Glen Helen trails, surrounding streets, directions and landmarks in the Yellow Springs area is a big plus.

To apply please send a resume and three references to Kat Christen  
kchristen@glenhelenassociation.org