



*Creating opportunities to discover, understand, and enjoy your public lands*

## Employment Opportunity Announcement

**Job Title:** Fee Booth Collection Officer

**Department:** Red Rock Canyon NCA Fee Booth

**Reports To:** Fee Booth Manager

**Status:** Part Time hourly, non-exempt (weekend availability required, hours range 6am-8pm depending on season, 365 days per year)

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### About the Organization

Southern Nevada Conservancy is a non-profit organization working to connect people with their public lands. Since 1988, Southern Nevada Conservancy has worked extensively at Red Rock Canyon National Conservation Area As a non-profit partner to various agencies that manage public lands, we are able to provide enhanced educational and recreational opportunities as well as improve visitor services at these and other beautiful destinations

### Job Summary

The Southern Nevada Conservancy is looking for a Fee Booth Collection Agent at the iconic Red Rock Canyon National Conservation Area. As the first contact of visitors to the conservation area, ensuring a warm and welcoming greeting is essential to an enjoyable visit. Duties include collecting fees in the form of cash and credit cards, selling various annual passes, handing out information and answering basic questions.

Our ideal candidate will have a cheerful outlook and able to work in a flexible environment. There are times where entry into the conservation area is slow with down time and others that are fast paced and hectic. Basic math skills, cash handling and credit card processing experience is required.

### Essential Duties and Responsibilities

#### Customer Service

- Greet visitors with a warm welcome and smile
- Inform visitors of the fee requirements and pass options
- Be brief and courteous when giving information regarding the National Conservation Area
- Be knowledgeable of road and weather conditions, availability of campgrounds and other points of interest in and around National Conservation Area
- Answer phone calls and provide basic information

### Cash & Credit Card Handling

- Accurately collect entry fee with various payment methods (cash, credit card)
- Have thorough knowledge of Red Rock Canyon NCA's fee structure, including daily entry, passes and Special Recreation Permit fees and charge accordingly
- Always maintain security of funds and booth
- Perform daily balancing of cash drawer
- Accurately record visitor data

### Requirements and Qualifications

- Must be able to work any shift required, including weekends and holidays
- Report to work at scheduled time and in proper uniform
- Must have a state issued ID and pass a Federal Background check
- Adhere to company's policies and guidelines
- Proven customer service and cash handling skills
- Excellent verbal communication, and the ability to convey information clearly and effectively
- Work under stressful situations
- Keep work area neat, clean and restock supplies as needed
- Must be able to lift to 30 pounds, stand for lengthy periods of time.
- Reasonable accommodations will be available to enable individuals with disabilities to perform the essential functions

### Salary & Benefits

- \$15.00 per hour
- SNC will pay 50% of the costs for part-time employees who work at minimum, an average of 24+ hours per week. Participating employees will be required to pay any remaining portion of the applicable premium, as well as the full premium for any spouse and/or dependents they wish to enroll.
- 401k retirement plan
- Holiday and Personal Time Off

**To apply, please send a resume and cover letter to [employment@snconservancy.org](mailto:employment@snconservancy.org)**

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