

# **New Orleans City Park Full-time Job Vacancy Notice: Oscar J. Tolmas Center Tolmas Center Assistant**



New Orleans City Park is seeking a full-time Tolmas Center Assistant for the Oscar J. Tolmas Center to assist the Tolmas Center Manager with the daily operations of the Tolmas Center, including the front admission/information desk and the Botanical Garden Gift Shop.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provides first-rate customer service by directing all visitors and calls to the Oscar J. Tolmas Center.
- Is knowledgeable of all City Park activities and events and is able to provide general Park-wide information and give accurate directions to guests. Attends to walk-in guests.
- Provides backup coverage for the Tolmas Center Manager and provides assistance to staff.
- Orders supplies for day-to-day operations, and conducts a weekly inventory of materials.
- Assists with scheduling and cross-training Tolmas Center employees to be able to work the Tolmas information /ticket desk as well as the Gift shop register.
- Coordinates maintenance duties and creates maintenance schedule for the Tolmas Center portico and public restrooms with Amusements and Garden staff.
- Required to work weekends and holidays.

## **EDUCATION and/or EXPERIENCE:**

High school diploma or GED; three to five years related experience and/or training; or equivalent combination of education and experience.

\*You may apply in person at the City Park Administration Building, located at 1 Palm Dr., Monday through Friday, from 8AM to 4PM, or you can email your cover letter and resume to [hr@nocp.org](mailto:hr@nocp.org).