Yew Dell Botanical Gardens
Job Description

Position Title: Visitor Center Associate Date: April 2026
Reports to: Visitor Center Manager
Classification: Part-Time, Seasonal

Position Description: Under the direction of the Visitor Center Manager, the visitor Center Associate welcomes, admits, and directs guests ensuring the start of a positive visitor experience. The Visitor Center Associate processes admissions and event registrations, sells memberships and garden gift shop merchandise. The Visitor Center Associate also provides information regarding the grounds, special events, and other information a visitor might need. The Visitor Center Associate is part of a team providing an outstanding experience to our guests.

Responsibilities:

- Utilizing a PC and scanner, completes and processes cash and credit card transactions for admission, membership, merchandise sales and event registration
- Manages cash and credit card transactions in an accurate and professional manner
- Informs visitors of membership levels and benefits
- Stays current on Yew Dell Botanical Gardens events
- Maintains a clean shop and walkway through the visitor center
- Reconciles daily money and produces associated reports
- Maintains merchandise shelves as needed
- Provides information to visitors regarding Yew Dell Botanical Gardens facilities, events, and opportunities
- Opens and closes when needed
- Works with and gives guidance to volunteers
- Monitors print materials for restocking needs
- Other duties as assigned

Qualifications/Requirements:

- Retail experience preferred
- Excellent communication skills
- Ability to use scanner, computer, and credit card machine
- Strong customer service skills
- A positive attitude with staff, volunteers and visitors
- Must be willing to work weekends and non-standard hours
- Ability to perform basic math
- Ability to work in an organized and efficient manner
- Commitment to furthering the goals of Yew Dell Botanical Gardens through creative and energetic support of the institution

To apply send your resume to:
Yew Dell Botanical Gardens
6220 Old LaGrange Road
Crestwood, KY 40014
Or email to:
jobs@yewdellgardens.org

YEW DELL BOTANICAL GARDENS™