



**CINCINNATI PARK BOARD  
KROHN CONSERVATORY PART TIME JOBS  
2012 Butterfly Show Coordinator**

**JOB TITLE:** Park/Recreation Specialist

**LOCATION:** Krohn Conservatory in Eden Park

**PAY:** \$10.20 per hour

**HOURS:** Part-time work 30-40 hours per week, 8am to 5:30pm, required to work Weekends and Holidays. May be scheduled to work evenings during special events.

**EXAMPLES OF WORK PERFORMED:**

- Customer Service In Person – greet visitors and school groups, provide information about Cincinnati Parks and Krohn Conservatory, in particular special events.
- Assist cashiers with morning set up, sales, balancing register, filling out deposit slips.
- Respond to all cashier calls ASAP
- Assist with the daily release of butterflies
- Monitor the Containment Room for crowd control
- Position all volunteers at designated positions
- Set up craft room & check throughout the day to make sure the education room is ready
- Stay through closing each night with cashier to verify end of day totals
- Other related duties as assigned

**QUALIFICATIONS:**

- Person must be self motivated, dependable, good with people
- Must be at least 18 years of age, or 17 with High School diploma or GED
- Provide own transportation to and from work
- Must be a State of Ohio resident during employment
- Have a valid Ohio driver's license
- Must be in good physical condition, able to work in heat around plants in greenhouse
- Must be able to do moderate physical work, examples include: standing at cash register, sit at front desk several hours, climb stairs, moderate lifting 30 lb, place/remove inventory from shelves, set up and take down for programs
- Hiring is subject to passing a drug screen.
- Customer service skills required, cashier
- Basic computer skills required

**TO APPLY, PLEASE CONTACT:**

Cincinnati Park Board  
Krohn Conservatory – 1501 Eden Park Drive  
Cincinnati, Ohio 45202  
(513) 421-5707  
Mr. Mark House

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