

**Town of Alta
Alta, Utah**

**Job Title: Part Time Summer Information Booth
8 – 32 hours per week
June 30 – September 10, 2017**

General job description: Summer booth personnel are responsible for disseminating information to the public about their visit to the Albion Basin and surrounding environs in the Town of Alta.

Essential job functions: Upon arrival each day, staff will open the booth and set up the appropriate signage and traffic control devices. Staff will greet each vehicle that travels by the booth in a friendly, accommodating and professional manner and disseminate information about the regulations and conservation of the Albion Basin area. They must adhere to the following:

**Must be able to come to work promptly and regularly
Must be able to take direction and work well with others
Must be able to follow directions from the police officer on duty
Must be able to react to change productively and handle other tasks as assigned**

Physical requirements: Must be able to speak clearly, see clearly and hear clearly. Must be able to stand for lengths of time and have use of both hands to write and lift objects. Must be able to walk in order to perform regular booth responsibilities. Must have a valid Utah driver's license. Must be able to lift up to 20 lbs. Must be able to stand for eight (8) hours

Knowledge, Skills and Abilities Requirements: Must have a high school diploma or equivalent and be able to speak the English language with proficiency. Must have good communications skills.

Working Conditions: All of the work takes place outside. The Summer Booth is located in the upper Albion Parking Lot and is accessible by vehicle or walking at all times. All types of weather conditions may exist.

Hours / Exempt or Non-Exempt: This person will be non-exempt and a seasonal employee. Must be able to work weekends and holidays starting June 30th – September 10, 2017.

Success Factors: The Town is looking for a friendly and professional person who is able to interact easily with all types of people and personalities. This person is often the first and only contact between the Alta Town staff and the public and must project both a welcoming attitude and an authoritative presence.

Compensation / benefits: This is a part time position and no full time benefits are offered. The hourly wage is \$13.00/hr.

APPLICATION DEADLINE – JUNE 20, 2017

For information regarding this job please contact:

Kate Black

801-363-5105

kblack@townofalta.com