

Night Lights Firepit Monitor

New England Botanic Garden at Tower Hill, PO Box 598, Boylston MA 01505 508-869-6111

Direct Manager:	Visitor Services Manager		
Department/Group:	Visitor Services	Job Category:	Non-Exempt Temporary Part-Time
Location:	Boylston, MA	Travel Required:	No
Salary or Rate Range:	\$18.54/hour	Apply at:	https://nebg.isolvedhire.com/jobs/
Date posted:		Posting Expires:	

New England Botanic Garden at Tower Hill believes diversity in nature promotes a healthy, vigorous garden. We believe that diversity among our staff promotes a healthy work environment and a vigorous organization. We recruit, employ, train, compensate and promote regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law. We believe in diversity of race, gender identity, sexual orientation, religion, ethnicity, national origin, ability, and all the other traits that make us unique. New England is an equal opportunity employer.

NEBG at Tower Hill does not require its staff to be vaccinated for Covid-19, but we urge everyone to receive an updated dose as they become available to protect themselves and each other.

The Fire Pit Monitor is expected to carry out the responsibilities of the job in ways that support NEBG at TH's mission and to its commitment to creating a diverse and welcoming organization.

- Being welcoming to all staff and the public
- Be respectful of staff differences and preferences
- Use gender neutral communication styles
- Respect everyone's pronouns

Position Overview

Firepit Monitors are a group of temporary staff who help support NEBG's annual Night Lights event. Duties include ensuring a positive guest experience, keeping fires burning throughout the evening, and may include monitoring the train display. All new employees will receive training.

Responsibilities

- Lighting and maintaining one or more firepits throughout the evening.
- Providing sticks from a supplied inventory for roasting marshmallows and ensuring they remain sanitary.
- Providing a professional, inclusive welcome for visitors, setting the stage for an enjoyable experience at NEBG at Tower Hill.
- Providing general information for visitors such as suggested routes through the gardens or displays and where to find visitor facilities such as restrooms and food service.

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Supervision and Training

Position will be supervised by the Visitor Services Manager. Day to day supervision will be provided by Garden Monitor and Manager on Duty each evening. Training will be provided remotely and on-site during first shift.

Schedule

The Firepit Monitor position is temporary, hourly, and non-exempt from overtime. Shifts are 3:30pm-10pm every evening from Saturday, November 23 through Sunday, January 5, excluding 11/28, 12/24, 12/25, and 1/1. Firepit monitors will work a minimum of two shifts per week.

Education and Experience

- Must be at least 16 years old, those age 16-17 need to obtain and provide a work permit before beginning work.
- Must have previous customer service experience or the interest in learning new skills.
- Experience working with the public is a plus.
- Must be able to work independently or as a member of a team.
- Must have reliable transportation to the Garden.

Physical Demands / Working Conditions:

- Must be able to use provided hand tools to safely open and load the fire pits
- Must be able to lift up to 20 pounds, bend and twist as required by the job
- Must be able to sit or stand in one area for extended periods of time.
- Must be able to use standard communications devices
- Must be able to work outdoors in all weather conditions.

Note: Duties described above, other duties and physical demands have been identified as essential functions as required by the Americans with Disabilities Act.

Safety

- Works with an awareness of surroundings and vigilant to any possible threat to the safety of staff and the public, or to NEBG at TH property. Ensures all concerns are reported promptly.
- Reports all accidents and injuries immediately to an immediate supervisor and/or Chief Financial & Operations Officer, or designee.
- Complies with provisions of the current Employee Handbook, all published personnel policies, and the requirements of the job description.