



Society Assistant

Summary

The Society Assistant will assist zoo guests, maintain general supplies, and assist the staff of the Potter Park Zoological Society with day-to-day functions. The ideal candidate is service oriented, reliable, organized, flexible and excited about Potter Park Zoo.

Department

Society – General Staff

Reports to

Society Executive Director

Assists

All Society staff as needed

Hours/Schedule

Three or four days/week (24-32 hours) or more if needed

Days of the week may vary by season as appropriate. Generally, the shift is Sunday through Wednesday during zoo open hours.

Essential Job Functions

- Assist guests via phone, email or in person with booking and payment of programs, membership purchases, and general questions
- Maintain the online program calendar - ensure all conservation, engagement and learning programs, and community outreach programs are entered into VSI and Better Impact
- Print and mail membership cards
- Maintain inventory and order supplies as needed
- Pull VSI reports as needed
- Assist full time staff as needed – this will vary widely but may include helping compile reports, checking in program participants or volunteers, updating online systems, and updating or creating documents
- Interact with volunteers as needed
- Assist with program set up as needed

Please submit a resume and cover letter to Amy L. Morris-Hall at amorris@ingham.org.