



Position: Part-Time Visitor Center Team Member

Employment Status: Hourly

Reports to: Visitor Experience Manager

Wage: \$10-\$15

Supports eXplore Lawrence's mission of creating economic development through tourism by interacting with visitors to help them plan and enjoy Lawrence, KS and serve as a community resource to locals by promoting activities and attractions.

Responsibilities

- Enthusiastically greet visitors to the Visitors Center and recommend things to do, see, eat, and places to stay in Lawrence, KS
- Respond to requests via email and telephone for trip planning help and connecting with local attractions and businesses
- Keep a record of daily visitors and partner referrals
- Search for and enter community events on explorelawrence.com events calendar
- Maintain inventory of printed materials for guests
- Sell and restock retail items
- Maintain a clean and welcoming space
- Sell Downtown Lawrence Inc. gift cards
- Help gather items for welcome bags
- Willingness to work weekends at least once a month

Desired Skills and Experience:

- Ability to work independently and as a part of a team
- Enjoys interacting with the public
- Database experience preferred

The above is intended to describe the general content for the performance of this position. It is not to be construed as an exhaustive statement of responsibilities and duties.

Please apply online at explorelawrence.com/careers.