

## Awbury Arboretum Association Parking Attendant Job Description

**Job title:** Parking Attendant - Part-Time

**Location:** The Cope House, 1 Awbury Rd

**Overview:** Awbury Arboretum Association is seeking a **part-time Parking Attendant** to direct parking and welcome guests at our rental events, including weddings and select arboretum events. Shifts range from 3–4 hours on Friday, Saturday, and Sunday afternoons and evenings. Attendants will have flexible shift times to accommodate their schedules and are welcome to read, study, or enjoy the arboretum during any downtime.

**Pay rate:** \$15 per hour

**Responsibilities:**

- Remaining vigilant during periods of high traffic
- Delivering clear and courteous instructions to guests
- Standing outdoors for 1–2 hours at a time
- Enforcing arboretum rules and regulations

**Qualifications:**

- Must be 18 years of age or older
- Previous experience with parking or traffic direction is a plus, but not required
- Excellent communication skills
- Ability to stand for extended periods
- A valid driver's license and reliable transportation are not required, but strongly encouraged

Candidates will need to schedule a visit with the Ambassador Coordinator to tour the arboretum and complete required training. All ambassador training time is paid. To apply, please send your resume and two references to Ambassador Coordinator Vivian Rowe at [ambassadors@awbury.org](mailto:ambassadors@awbury.org).