

Title: Parking Staff**Department:** Marketing**Supervisor:** Parking Supervisor**Employment Type:** PT, non-exempt**Works closely with:** Visitor Services, Facilities, Artistic & Production.

The **Parking Staff** assist with the safe, orderly, and timely parking of guests at Caramoor's events. The Parking Staff serve as some of the first people to greet guests when they arrive and, because of this, are expected to be friendly, helpful, and welcoming to all guests. Parking Staff is needed at all of Caramoor's summer events (7-8 weeks in June & July), though not all staff members are needed at every event.

Job Duties & Responsibilities:

- **Customer Service** – Provide all visitors with the highest level of customer service, so as to make their visit to Caramoor as easy and enjoyable as possible.
 - **Parking:** Direct cars to appropriate areas, including ADA, VIP, artists, staff, and guests. Provide for the safety of pedestrians within vehicular and traffic areas. Direct guests towards exits when leaving the grounds.
 - **Accessibility:** Assist guests with accessibility and mobility requirements as necessary. Provide for accessible parking and wheelchairs or other assistive devices. Communicate any accommodations to Parking Supervisor to ensure proper care.
 - **Shuttle Bus:** With the Visitor Services team, assist guests taking Caramoor's shuttle bus to and from the Katonah MetroNorth Station. Direct guests to bus location at Caramoor. Assist the bus driver with parking and traffic patterns as necessary.

Required Skills and Qualifications:

- **Customer Service & Communication Skills:** Must have a friendly and professional attitude and work well with the public to navigate different personality types among stakeholders including visitors, VIPs/donors, seasonal staff, artists, senior staff team & Board of Trustees. Strong interpersonal and communication skills.
- **Administrative Skills:** Ability to maintain confidential information. Flexibility to adapt to changing priorities and new opportunities.
- **Values & Culture Fit:** Demonstrated passion for music; have an appreciation for creating an environment of inspiration of music for all visitors; and have a strong commitment to Caramoor's mission and values.
- **Working Conditions:** Ability to work in a busy environment, maneuver outdoors (in all weather conditions) on 90 acres of woodland trails, gravel path ways and spectacular gardens. Flexibility to work during weekends and evenings as needed for events. Ability to lift/move up to 25lbs. Ability to set up and breakdown for events.