

VISITORS' CENTER MANAGER The Monticello-Jasper County Chamber of Commerce has an opening for a Visitors' Center Manager. This part-time position works directly with the Chamber of Commerce.

Visitors' Center Hours 30 Hours per week (35 hours per week May – September)
Monday – Friday 9:00am – 4:00pm with 1 hour lunch (6 hours per day x 5 days a week)
Saturday's (May – September) 7:30-12:30 (5 hours per day x 1 day a week)

- Meet and Greet
 - Meet and greet
 - Keep daily log
 - Assist tourists and community
 - Knowledge of the Community
 - Give directions – know local, region and state area
- Telephone
 - Answer telephone
 - Take messages for Visitors' Center and Chamber of Commerce
 - Keep daily log
- Volunteers
 - Organize volunteers
- Visitors' Center
 - Organize display shelves
 - Maintain and upkeep brochures
 - Organize History and have knowledge of memorabilia
 - Organize and have knowledge of cemetery records
 - Organize and maintain photographs on computer
 - Organize display windows
 - Maintain display inventory
 - Organize display shelves in museum area
 - Organize and maintain gift shop
- Housekeeping
 - Dust shelves and keep glass free from fingerprints
 - Dust mop floors when necessary
 - Keep kitchen clean and organized
 - Keep storage areas neat and organized
- Farmer's Market
 - Work Farmer's Market
 - Help keep up Facebook page
 - Organize records and registration forms
- Chamber of Commerce
 - Assist Chamber of Commerce Presidents with duties assigned