

TreePlay Adventures #1, LLC dba



TreeRush Adventures Office Associate (seasonal position)

What is TreeRush Adventures?

TreeRush Adventures is a self-guided treetop adventure park where guests explore the forest canopy and discover their sense of adventure. At TreeRush, guests navigate a series of suspended obstacles like wobbly bridges, rolling logs, wooden tunnels, rope ladders, and zip lines. If you're ready for a new adventure come be a part of our team!

What does an Office Associate do?

- Provides excellent customer service
- Answers inquiries – including, but not limited to, phone, email, and chat - and provides all guests general park information and direction
- Implements strategies for turning first-time guests into dedicated repeat guests
- Assists guests with reservations and online purchases
- Attends shows, events, and seminars to increase park visitation
- Assists with large groups, birthday parties, and special events as needed
- Performs other duties and responsibilities as needed

What are the requirements and skills necessary to be an Office Associate?

- Must be at least 19 years of age
- Friendly and professional demeanor
- Be flexible and able to adapt to new situations
- Proficiency with computer operations, Microsoft products, and reservation/POS software
- Demonstration of strong communication skills with an emphasis on providing exceptional guest service
- Must be willing to work weekends
- Preferred candidates will have experience in customer service and sales
- Certification in CPR and First Aid or willingness to obtain certification

TreeRush Adventures is an Equal Opportunity Employer