
**Guest Services Team Member
(Operations Department)
Full-time Position**

The Jones Center at Ichauway is currently accepting applications for a Guest Services Team Member position in the Operations Department. The 28,500-acre research center located in southwest Georgia between Albany and Bainbridge. The Center's research, education, and conservation programs focus on ecology and natural resource management. The site includes 16,000 acres of longleaf pine forests, over 1,000 acres of wetlands, and 26 miles of stream and river ecosystems. Job application and further information can be found on the Jones Center's website www.jonesctr.org

Qualifications: High school diploma and at least a year of relevant experience. Must be dependable, have a clean driving record with dependable transportation, and be a team-player. Must also be able to lift 50+ pounds, work indoors and outdoors in varying weather conditions/temperatures, and have a keen eye for detail.

Job Requirements: Applicant will work with the Guest Services staff to ensure all facilities of The Jones Center at Ichauway be kept clean and presentable, all while maintaining a positive, professional attitude. General janitorial duties will include trash removal, cleaning bathrooms, kitchen/dining hall, porches, offices, guest lodging, and any other duties as assigned, including but not limited to setting up meeting rooms and assisting food service staff. Additional duties (*seasonal*) may also include cleaning and preparing firearms for hunts, driving guests to various destinations, maintaining fireplaces, and general service-related duties for on-site guests.

To Apply: Email cover letter, a resume or job application and list of at least three references with complete contact information to: jobs@jonesctr.org **Subject: Guest Services Team Member.** Questions regarding the position should be emailed to terri.underwood@jonesctr.org. Applications will be reviewed upon receipt. The Jones Center at Ichauway offers a competitive salary with an excellent benefits package that includes a retirement plan, health, dental and vision insurance. Work schedule for this position is primarily Monday – Friday, 8:00 am – 5:00 pm, with occasional evenings and weekends.

The Jones Center at Ichauway aspires to fully embrace equity, diversity, and inclusion. We reject all forms of racism including overt and systemic, prejudice, discrimination or hate toward any race, ethnicity, culture, age, gender, sexual orientation, gender identity, ability, national origin, veteran status, socioeconomic class, religion, or professional status. The Jones Center at Ichauway is an equal opportunity/affirmative action E-Verify employer.